



## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Wednesday of each week.

\*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

#### REVENUE AUDITOR

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-REVENUE

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 17.58**

**Status: FULL-TIME**

**Job Code: 240124J**

Qualifications: Two (2) year Associates Degree in Auditing, Accounting, or Business field is required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Must be able to obtain a Gaming Class II and/or III Gaming License. Minimum of two (2) year auditing or business field experience. Proficiency and knowledge in Revenue Audit Department Procedures desired. Knowledge of generally accepted accounting principles and procedures. Demonstrated competence in the use of mathematical skills, knowledge of accounting practices, and cash handling ability. Demonstrate the ability to use a 10-key adding machine and other office machines as required. Must be self-motivated and capable of working with minimal supervision. Must have working knowledge computers and using Microsoft Office Software. **WORKING CONDITIONS:** Must be able to work varying schedules in order to meet the needs of the operation. Inside work, seated at desk, for the majority of the day. Some lifting and standing required.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

#### TABLE GAMES PIT SUPERVISOR

**Closing Date:**

**2/7/2024**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-TABLE GAMES

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 26.36**

**Status: FULL-TIME**

**Job Code: 240124M**

Qualifications: Must have a high school diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Two (2) successful years of related experience in Class II Table Games operations. Must be knowledgeable of the Indian Gaming Regulation Act, State Gaming Compact, Internal Controls, and Gaming Ordinance. Requires knowledge in all table games operating in the respective house. Understands accounting and related functions pertaining to table games. Proficiency in computer experience necessary in order to complete reports and administrative duties. Reads, writes, speak and understand English with the ability to verbally communicate clearly with customers and co-workers. **WORKING CONDITIONS:** Fast paced casino floor environment. Cannot be colorblind. Must be able to stand at one location for long periods of time during 10 hour shifts or longer.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

#### TABLE GAMES SHIFT MANAGER

**Closing Date:**

**2/7/2024**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-TABLE GAMES

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 26.36**

**Status: FULL-TIME**

**Job Code: 240124N**

Qualifications: High school diploma or equivalent required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Able to pass a colorblind test and have perfect or corrected eyesight. Valid driver's license, dependable transportation and proper insurance. Requires three (3) years of Table Games operations experience. Requires one (1) year of supervisory experience in a Table Games environment. Ability to effectively communicate a large volume of information for game security to Table Games Pit Supervisors, Table Games Supervisors, and Table Games Dealers, including but not limited to Title 31 requirements, Table Games manuals, rules and regulations of the Ho-Chunk Nation and Gaming Ordinance, and the Ho-Chunk Nation Gaming Compact. Advanced knowledge of computer applications, with a high level of skill in Microsoft Word, Excel and Access in order to log in attendance records, assess occurrences, and produce disciplinary actions on performance and behavior for staff. Understands departmental scheduling requirements, and recommends appropriate training for staff as necessitated by the operational needs of the department. Demonstrates a high level of interpersonal skills, with the ability to react appropriately to belligerent or emotional staff and patrons. Effective written or verbal skills, in order to impart the investigation results of audit findings, surveillance reports, and other reports to departments such as Revenue Audit, Surveillance and Security. Exhibits flexibility by being willing and able to work any assigned schedule, shift or hours and perform subordinate duties when required by the operational needs of the department. Offers the necessary skill set to act in the absence of the Table Games Operations Manager. Presents a professional demeanor with good hygiene. Provides the department with access to the skills and knowledge of the position by regular attendance. Smoking environment. Elevated noise levels. Meets all requirements in the position's Physical Demands Worksheet.

#### **N O T E**

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\*Some of the jobs posted may require a gaming license.

\*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.



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**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

#### **BINGO FLOOR CLERK**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-BINGO

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 11.51 + TIPS Status: FULL-TIME**

**Job Code: 240124B**

Qualifications: Must have a high school diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Must be free of money related convictions. Steady and dependable work record with a minimum of one (1) year prior work experience with cash registers. Must have reliable transportation. Must be neat in appearance. Must possess the ability to add, subtract, multiply and divide with the use of a calculator. Must possess the ability to count and make change, rapidly and accurately. Must be able to work without being involved in interpersonal conflicts. Must be able to speak clearly and concisely in front of large audiences. **WORKING CONDITIONS:** Must be able to stand and walk for long periods of time. Must be able to lift and carry up to 35lbs. Must be able to work in a smoking environment.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### **BUS DRIVER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 15.38**

**Status: FULL-TIME**

**Job Code: 240124C**

Qualifications: Must have a High School Diploma or equivalent. Must have a valid driver's license, CDL with an S endorsement, dependable transportation and proper insurance. Must be able to pass all federal and state licensing requirements to include background checks, annual physical, and TB screening. Must possess or be willing to obtain CPR/AED and First Aid training within 90 days of employment and update as needed. Must complete Early Childhood I & II within 12 months of employment. Three (3) years good driving record. Willingness to fully participate in the Head Start Program. Data entry skills are required. Ability to relate and deal with the needs, which typify a multi-cultural environment of children and their families. Must be dependable, energetic, possess initiative, be self-motivated and have the ability to maintain strict confidentiality. Must be able to work with a variety of personalities, work cooperatively and effectively with supervisor, all employees, governing bodies, community partners and families; remembering that courtesy, respect and a positive attitude are required at all times, even under conditions that can become stressful due to extensive regulations. Must be appropriate role model to children, families and staff. Must possess an impeccable attendance record in previous positions. **WORKING CONDITIONS:** The duties of this position are primarily performed on the bus and in a classroom setting.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

#### **COUNT TEAM MEMBER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-COUNT

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 19.57**

**Status: FULL-TIME/PART-TIME**

**Job Code: 240124E**

Qualifications: Must have a high school diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Must be able to obtain a gaming license. Must have a valid driver's license, liability insurance, and dependable transportation. One (1) year experience in a responsible cash handling position is required. One (1) year experience in the knowledge of computer systems, personal computers and applications is preferred. Working knowledge of gaming operations preferred. Competent at multi-tasking several activities and duties simultaneously. Must have strong problem solving and listening skills. Excellent customer/client relation skills are required. This will require the individual to be able to deal with the general public and employees with tact, courtesy, respect, objectivity and maturity. Ability to learn new equipment and/or technology assigned to department to increase efficiency. Proficiency in oral and written communications. Ability to function in a fast paced environment, under short time constraints, and within established timelines. **WORKING CONDITIONS:** Required to work a flexible schedule, including extended hours, weekends, and holidays. Work area is NOT noise or dust free. Must have dexterity in both hands. Must be able to squat, twist, bend, lift, carry, grasp, walk, and stand for long periods of time.

#### **NOTES**

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#### COUNT TEAM SUPERVISOR

**Closing Date: 2/7/2024**

DEPARTMENT OF BUSINESS - HCG-BRF-COUNT

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 24.17**

**Status: FULL-TIME**

**Job Code: 240124F**

Qualifications: Must have a high school diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Must be able to obtain a gaming license. Must have a valid driver's license, liability insurance, and dependable transportation. Minimum of two (2) years' combined education/experience in general accounting, bookkeeping, supervision, or responsible cash handling, or demonstrated successful experience in lieu of a formal degree. One (1) year experience in the knowledge of computer systems, personal computers and applications is preferred. Must have working knowledge of gaming operations. Capacity to supervise, direct and manage staff as evidenced by prior experience. Must be self-motivated with the ability to work with minimal supervision. Competent at multi-tasking several activities and duties simultaneously. Must have strong problem solving, personnel management, and listening skills. Excellent customer/client relations skills are required. Individual must be able to deal with the general public and employees with tact, courtesy, respect, objectivity, and maturity. Ability to learn new equipment and/or technology assigned to department to increase efficiency. Proficiency in oral and written communications. Ability to function in a fast paced environment, under short time constraints, and within established WORKING CONDITIONS: Required to work a flexible schedule, including extended hours, weekends, and holidays. Work area is NOT noise or dust free. Must have dexterity in both hands. Must be able to squat, twist, bend, lift, carry, grasp, walk, and stand for long periods of time.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### ELDER DIVISION MANAGER

**Closing Date: 2/7/2024**

DEPARTMENT OF LABOR - ELDER WORKFORCE DIVISION

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Letter of Application**

**Pay Rate: 20.72**

**Status: FULL-TIME**

**Job Code: 240124G**

Qualifications: Bachelor of Science Degree in Social Work, Business, Gerontology, Multigenerational Studies, Human Resource, and/or certification in Workforce Development or Tribal Administration or related field is required from an accredited college or university. Valid driver's license, appropriate insurance and dependable transportation is required. One (1) year previous experience as a manager of tribal government or human services. Knowledge and understanding of gerontology, multi-generational issues, historical trauma, and unique cultural and social aspects relative to Ho-Chunk Nation tribal elders. Must possess genuine desire and patience to work exclusively with Ho-Chunk Elders. Possess knowledge and background of the Ho-Chunk community service areas. Possess supervisory management, project management and leadership skills. Customer-focused, and dedicated professional with progressive experience and is recognized for exceptional work ethic and commitment to organizational objectives. Demonstrated comfort in dealing with survivors of historical trauma: physical, sexual and emotional trauma; ability to synthesize information and use feedback. Exemplify understanding of professionalism and personal responsibility; ability to respond appropriately to highly emotional or crisis situations. Proven track record in listening to client needs and formulating tactical action plan to achieve results with older adults and the baby boomer generation. Knowledgeable in strategic planning, resource allocation, leadership technique, and production methods. Ability to work in a fast-paced working environment, meets tight schedules and deadlines, and exceeds client expectations. Ability to establish and maintain effective working relationships with tribal, county and local agencies. Ability to conduct trainings and culturally oriented presentations. Ability to collect data, analyze, and prepare and submit Division annual budget. Must possess exemplary oral and written communication skills with in depth capacity to interact with clients at all levels in multiple settings. Ability to speak and/or understand the HoCak language and be familiar with Ho-Chunk Culture. Must have genuine concern, patience and understanding of developmental psychological aspects of aging and the elderly. Ability to supervise 30 Elder Workers who are placed in a variety of locations, to include tribal and non-profit local, state and out of state agencies. Ability to travel 50% of the time, to monitor all Work Sites to ensure a safe, positive work environment to all elder workers. Knowledge and background in White Bison Wellbriety Movement - Training the Trainer Certifications for example: 12-Step; Mothers, Fathers, Sons, Daughters of Tradition; Mending Broken Hearts; Celebrating Families; Warrior down Recover Coach training or the ability to begin Train the Trainer NAADAC within 12 months. Ability to organize, plan and implement Quarterly Elder Worker/Work Site Supervisor Group sessions to include on- going training, staff meetings and Departmental Work Groups. Ability to monitor and complete weekly Time and Attendance in a proficient manner. Ability to complete all Intake, New Hire requirements in a competent timely fashion. Knowledge of HCN Personnel, ERA, Finance, and Treasury policies, necessary to manage a division. Extensive knowledge of developing, revising, coordinating, and implementing policies and procedures which enforce HCN employment, and workforce development laws in a proficient manner. Must possess strong collaboration and teamwork skills. WORKING CONDITIONS: Office Setting. Extensive travel is required.

#### NOTES

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#### **GAMING HALL MANAGER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-BINGO

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 240124H**

Qualifications: Bachelor's Degree in Business Administration, Accounting, Administrative Management or Marketing is preferred, or a demonstrated successful experience in lieu of a formal degree. Qualifications that may substitute for the college degree are defined as minimum of six (6) years combination of post-secondary education and experience in business management, retail business management, planning, marketing or gaming management. Candidates without a college degree may be required to develop and implement a career development plan, which will result in a college degree within a reasonable amount of time. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable, according to Tribal Policy. Must be able to successfully complete Management Minded Supervision within one (1) year of hire date. Minimum of two (2) years of directly related work experience is required. Demonstrate capability, initiative, self-motivation, communication skills and ability to operate in a "team approach" environment. Must have working knowledge of gaming operations or the ability to gain a working knowledge in six (6) months. Must be able to provide three (3) letters of reference specifically addressing the applicant's Job Description. Working knowledge of computer systems from a systems-design perspective, including knowledge of personal computers and mainframe applications. Must be able to effectively represent the gaming enterprises in public and must be experienced in communicating with computer, accounting and management professionals. Monitor sales promotion, marketing and advertising activities for the gaming operation. **WORKING CONDITIONS:** This job is in an office setting. Must be able to monitor the sessions, employees and customers to ensure all are satisfied with the sessions. Walking, and standing and lifting up to 30 lbs., on occasion.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### **REPORTER 2**

**Closing Date:**

**2/7/2024**

DEPARTMENT OF ADMINISTRATION - NEWSLETTER - TOB

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 19.57**

**Status: FULL-TIME**

**Job Code: 240124I**

Qualifications: One year of advanced education beyond high school or several specialized business and journalism or publishing related courses. Experience writing news reports in the AP style. Two years of experience in journalism or equivalent. Two or four year degree in journalism, communications, new media or graphic arts. Valid driver's license, liability insurance and dependable transportation. Able to use copy, FAX and other office machinery. Self-motivated and able to work with little supervision. Ability to establish and maintain filing systems and excellent telephone etiquette. Ability to coordinate and work well with people. Knowledge in all phases of newspaper publishing, the working world and office procedures. Report on assigned activities and stories within the Tribe for publication in the Newsletter or on its website, describing the background and details of events. Maintain consistently high standards of quality writing in addition to the ability to write quickly for both publication and website articles. Arrange interviews with people who can provide information about a particular story. Determine a story's emphasis, length, and format, and organize material accordingly. Research and analyze background information related to stories in order to provide complete and accurate information through research, interviews, experience, and attendance at political, news, sports, social and other functions. Receive assignments or evaluate leads and tips in order to develop story ideas. **WORKING CONDITIONS:** Office setting and being out in the public at events. Must be able to drive at day and night on weekdays and weekends. Ability to stand for a period of time, carry camera equipment and stacks of newspapers.

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#### SENIOR CONSTRUCTION II

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HOUSING - RENTAL MANAGEMENT

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 18.42**

**Status: FULL-TIME**

**Job Code: 240124K**

Qualifications: High School diploma or equivalent. Additional education through a trade school or technical training school. Must have a valid driver's license, dependable transportation, and proper insurance. Minimum of three years' experience in residential construction. Minimum of one-year experience in supervisor or foreman positions. Comprehensive knowledge of new and remodel for residential construction. Proficient in math skills needed for residential construction. **WORKING CONDITIONS:** Work will be both indoors and out in diverse conditions. Any physical demands of the position should be listed on the Physical Demands Worksheet referenced. Lifting minimum of 50 lbs. Snow Plowing. Mowing. Sitting, Standing, Reaching, Climbing, and Crouching. Working in all-weather types. Hard physical labor.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

#### ACCOUNTANT I

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-FINANCE

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 23.67**

**Status: FULL-TIME**

**Job Code: 240124A**

Qualifications: Two (2) year Associates Degree in Accounting is required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and be able to obtain a Gaming Class II and/or III Gaming License. Must have a valid driver's license, dependable transportation and proper insurance. Minimum two (2) year general ledger experience or one (1) year in a Casino Finance Department. Demonstrate strong written and verbal communication skills. Demonstrate strong analytical, technical and organization skills with the ability to use sound judgement. Must have working knowledge of Accounting Software and Microsoft Office Software. **WORKING CONDITIONS:** Must be able to work varying schedules in order to meet the needs of the operation. Inside work, seated at desk for the majority of the day. Some light lifting and some standing required.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### TUTOR SPECIALIST

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - TUTOR SERVICES

**Location: MINNEAPOLIS/ST. PAUL**

**Submit: Application, Resume and Letter of Application**

**Pay Rate: 39.98**

**Status: FULL-TIME**

**Job Code: 240124O**

Qualifications: Bachelor's degree in Education or a related field. Must meet the requirements of the Wisconsin Department of Public Instruction to be a certified teacher. Must possess a dependable working vehicle, valid Wisconsin driver's license, and proper vehicle insurance. CPR certified or must be certified within 90 days of hire. No convictions of a crime against a child or disabled person. Must possess at least two (2) years' of teaching experience. Working Understanding of Individualized Education Programs. Knowledge of virtual meeting software and must be able to implement virtual tutoring sessions. Must be able to work cooperatively with fellow coworkers, school employees and parents to maintain strict confidentiality. Must be a role model for Ho-Chunk students. **WORKING CONDITIONS:** Work indoors.

## NOTE

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#### **CERTIFIED NURSING ASSISTANT**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 240124D**

Qualifications: Must have high school diploma or equivalent. Certified Nurse Assistant certification is required. Current First Aid/CPR certification or must be obtained within one (1) month of hire date. Must be 18 years of age or older. Must promote a healthy, non-abusive lifestyle. Valid Driver's license, dependable transportation and proper insurance are required. Ability to work independently. Ability to work with elders who may be in strenuous situations. Ability to work with a diverse cultural population. Ability to communicate clearly and effectively. Must maintain patient confidentiality in accordance with Privacy Act/HIPAA. **WORKING CONDITIONS:** All health care services are in the home and community setting. Traveling is a necessity. Be available to work in other Health office locations as assigned by supervising CHN and CHN Supervisors. Work performed in the community is sometimes subject to conditions ranging from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, and animals. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### **SURVEILLANCE AGENT**

**Closing Date:**

**Open Until Filled**

GAMING COMMISSION - HCG-WITTENBERG-SURVEILLANCE

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 20.48**

**Status: FULL-TIME**

**Job Code: 240124L**

Qualifications: Must possess a high school diploma or equivalent. Subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be able to obtain a Gaming License. Possession of working vehicle, valid driver's license and proper insurance. Experience in surveillance/military or criminal justice related field preferred. Gaming experience preferred. Must have the ability to effectively follow direction. Must be able to read, write comprehend and retain Information. Must be able to type at a minimum of 30 words per minute. Must be familiar with computer software programs (i.e. spreadsheets, word processing). Must have the ability to multi-task. Must possess the ability to work independently as well as in a team environment. Must possess the ability to acquire working knowledge of Investigative techniques and undercover operations. Must possess the ability to acquire working knowledge of all table games and slot machines. Remain up-to-date on casino and business-related scams. **WORKING CONDITIONS:** Must have eyesight correctable to 20/20 with no color blindness. Be able to sit for extended periods of time and observe in close quartered areas. Must be able to work flexible hours as required by the Surveillance Department. Be able to work in a low light environment. Be able to work in a smoke filled environment (gaming floor). Be able to observe CCTV monitors for extended periods of time. Must be able to work in a high stress environment. Occasional travel may be required to fulfill effectively above job description functions. Evenings, weekends and/or holidays will be required to fulfill effectively above job description functions.

### PREVIOUS POSTINGS - FOR ALL FACILITIES

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

#### **APPLIANCE TECHNICIAN**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 20.09**

**Status: FULL-TIME**

**Job Code: 231122A**

Qualifications: High School Diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Environmental Protection Agency (EPA) certified. Have valid driver's license. Vocational training with three (3) years minimum experience, state certification required. Knowledge of gas, electrical and steam appliances. Electromechanical knowledge and skills to diagnose and correct appliance difficulties. Have good oral and written communication skills. Ability to read schematics. Good math skills. **WORKING CONDITIONS:** Sub-zero to hot/humid temperatures. Confined spaces. Various shifts. Smoking environment. All levels of heights.

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\*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.



## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Wednesday of each week.

\*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

#### **BAR PORTER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-F&B

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 11.29**

**Status: FULL-TIME/PART-TIME**

**Job Code: 231101B**

Qualifications: Able to lift 50 pounds. Must be able to read, write and understand English. High school graduate or equivalent desired. Will train. No previous experience needed.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

#### **BEVERAGE SERVER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-F&B

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.04**

**Status: FULL-TIME/PART-TIME**

**Job Code: 231101C**

Qualifications: Will train. Some food experience helpful.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

#### **BINGO FLOOR CLERK**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-BINGO

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 12.55**

**Status: FULL-TIME**

**Job Code: 231206C**

Qualifications: Must have a high school diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Must be free of money related convictions. Steady and dependable work record with a minimum of one (1) year prior work experience with cash registers. Must have reliable transportation. Must be neat in appearance. Must possess the ability to add, subtract, multiply and divide with the use of a calculator. Must possess the ability to count and make change, rapidly and accurately. Must be able to work without being involved in interpersonal conflicts. Must be able to speak clearly and concisely in front of large audiences. WORKING CONDITIONS: Must be able to stand and walk for long periods of time. Must be able to lift and carry up to 35lbs. Must be able to work in a smoking environment.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

#### **CAGE SHIFT SUPERVISOR**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-CAGE

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 22.60**

**Status: FULL-TIME**

**Job Code: 240110B**

Qualifications: Must have high school diploma or GED. All casino employees will be subject to the Criminal and background restrictions of the Ho-Chunk Nation. Must be BONDABLE. Maintain confidentiality and professionalism at all times. Two (2) years training in accounting or related field. Three years' experience in bookkeeping, accounting or responsible cash handling. Computer and supervisory experience desirable. Must be neat in appearance. Must display a positive attitude at all times. Must be punctual and ready to work in office at scheduled time. Knowledge of generally accepted accounting principles and procedures. Knowledge of modern business administration. Proficiency in communication and written skills. Reads, writes and understands English. Able to work with minimal supervision and trustworthy. Flexible working hour's availability. WORKING CONDITIONS: Casino setting loud, office setting. Must have good eyesight. Must have dexterity in both hands. Primary lifting requirements is 10-25 pound on a consistent basis/must be able to walk. Stoop bend and stand for long periods of time.

#### **NOTES**

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### **CERTIFIED NURSING ASSISTANT**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 231220C**

Qualifications: Must have high school diploma or equivalent. Certified Nurse Assistant certification is required. Current First Aid/CPR certification or must be obtained within one (1) month of hire date. Must be 18 years of age or older. Must promote a healthy, non-abusive lifestyle. Valid Driver's license, dependable transportation and proper insurance are required. Ability to work independently. Ability to work with elders who may be in strenuous situations. Ability to work with a diverse cultural population. Ability to communicate clearly and effectively. Must maintain patient confidentiality in accordance with Privacy Act/HIPAA. WORKING CONDITIONS: All health care services are in the home and community setting. Traveling is a necessity. Be available to work in other Health office locations as assigned by supervising CHN and CHN Supervisors. Work performed in the community is sometimes subject to conditions ranging from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, and animals. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

#### **COUNTER SERVER/ CASHIER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-F&B

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 12.55**

**Status: FULL-TIME/PART-TIME**

**Job Code: 231206F**

Qualifications: Should have experience in work with assembling food products/merchandising. High school diploma or GED.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

#### **DEALER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-TABLE GAMES

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 8.78 + TIPS**

**Status: PART-TIME**

**Job Code: 240117B**

Qualifications: Must have high school diploma or equivalent. Must have successfully completed a recognized dealer training school with proficiency in math. Must successfully complete required orientation and training in Title 31 requirement, Guest Service and Sexual Harassment. Must pass a color blindness test and hearing test when given. Must have perfect or corrected eyesight. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

#### **DISHWASHER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-F&B

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 12.55**

**Status: FULL-TIME/PART-TIME**

**Job Code: 231115D**

Qualifications: Will train. High school diploma or equivalent desired.

#### **NOTES**

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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#### DUAL DIAGNOSIS THERAPIST

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - BEHAVIORAL HEALTH

**Location: BARABOO**

**Submit: Application, Resume and Transcripts**

**Pay Rate: 38.90**

**Status: FULL-TIME**

**Job Code: 231227B**

Qualifications: Master's Degree in Behavioral Health field (counseling, psychology, social work, etc.) AND Current Wisconsin State Licensure as Licensed Professional Counselor (LPC) or Licensed Clinical Social Worker (LCSW) or Licensed Marriage and Family Therapist (LMFT) at time of hire AND Current Wisconsin Substance Abuse Counselor (CSAC, SAC, SAC-IT) or Substance Abuse Specialty at time of hire. Valid driver's license, dependable transportation and proper insurance. American Heart Association Basic Life Support (BLS) CPR AED certification or ability to obtain within first three (3) months of hire. Three (3) year of experience conducting mental health and substance abuse therapy. Must include assessment, DSM-V diagnosis, treatment planning, and ongoing therapy interventions using evidence-based treatment models. Knowledge and understanding of the Ho-Chunk Nation culture, tradition and values. Integrative Care, Medical Assisted Treatment (MAT), and Psychiatry, collaboration experience preferred. Must be able to work in compliance with all applicable state and federal regulations and agency policies. Knowledge of theory, principles and practices of clinical, developmental and counseling psychology as well as treatment of alcohol and drug abuse. Knowledge of patient outreach services and activities, funding agencies, and community health care and vocational services. Knowledge of modern office practices, procedures, and equipment. Maintain professional relationships with colleagues. Demonstrates establish rapport with community members and clients. Ability to communicate efficiently and effectively both verbally and in writing. Ability to work as part of a team. Ability to work independently and meet strict timelines. Understand and utilize treatment models and practices in various service settings. Understand, embrace, and utilize cultural values, traditions, and practices as they apply to working with Ho-Chunk and other Native American, organizational, and service populations. Ability to mentor and coach subordinate counselors in behavioral health counseling skills with children and adults. Demonstrate ability to provide culturally appropriate treatment services to Ho-Chunk and other Native Americans. Demonstrate ability in creating a positive work environment and professional ethics and boundaries. Must adhere to strict confidentiality in all matters. **WORKING CONDITIONS:** Frequently sit, walk, handle and feel, reach with hands and arms. Work is generally performed in an office setting with a moderate noise level. Occasional travel to outlying branch offices required. Moderate exposure to physical risk or injuries due to potential for combative behavior by patients and exposure to second-hand smoke. Work environment is NOT smoke free. Evening and/or weekend work or extended hours may be required.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### ELDER WORKER

**Closing Date:**

**1/31/2024**

DEPARTMENT OF LABOR - ELDER WORKFORCE DIVISION

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 15.06**

**Status: PART-TIME**

**Job Code: 240117C**

Qualifications: Enrolled Ho-Chunk member, 62 years and beyond. Valid driver's license, appropriate insurance and dependable transportation is required. Preferred qualification may also be included. Proper handling of office equipment, and some tools of the trades. **WORKING CONDITIONS:** Office Setting. Cultural events indoors and outdoors in all seasons. Some travel is required.

#### **N O T E**

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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#### EMERGENCY MEDICAL TECHNICIAN

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SECURITY

**Location: BARABOO**

**Submit: Application, Resume and Transcripts**

**Pay Rate: 18.83**

**Status: FULL-TIME**

**Job Code: 231122B**

Qualifications: Must have a high school diploma or equivalent. Required to have a valid/current State of Wisconsin Emergency Medical Technician License. A current Healthcare Professional level CPR certification is required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Maintain complete patient confidentiality. Must not have been convicted of a felony, or convicted of an offense which is related to drugs, theft, fraud, children or elders. Must be able to obtain and maintain a Gaming License. Must have reliable transportation, a valid driver's license and proper insurance where applicable. Must be able to write, speak, and understand English. Must be physically able to perform all duties. Security experience is preferred. Must be of sound mind and good moral character. Uphold and maintain a high standard of patient care. Must possess strong PC skills and knowledge of Microsoft products. Ability to remain calm under stressful situations and use logic and rational judgement to solve problems. Ability to calculate figures and amounts. Ability to multitask and to concentrate on a task over a period of time without being distracted. Must be able to interpret a variety of instructions furnished in written, oral, diagram or schedule form; speak, read, and write in English including but not limited to reading and comprehending documents, instructions and manuals, interpret meaning and retain information. Ability to speak effectively to team members and guests of the organization in a public forum. Must possess the ability to acquire a working knowledge of security procedures, and perform investigative procedures and techniques and systems including alarm, access control and identification systems. Ability to accept change(s). **WORKING CONDITIONS:** May be exposed to a smoking environment frequently. May be exposed to an elevated noise level. While performing the duties of this job, will be required to sit, stand, walk, stoop, squat, push, pull, bend, crouch, crawl, climb, balance, run, talk and hear. Is frequently required to lift and/or move fifty (50) pounds and may be required to lift and/or move up to two hundred (200) pounds or more with assistance. May occasionally be exposed to all outside weather conditions for extended periods. Ability to work irregular hours and extended shifts including late nights, early mornings, weekends and holidays.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

#### EXECUTIVE MANAGER - ADVERTISING

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-MARKETING

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 231108D**

Qualifications: Bachelor's degree in Business (or related degree) and a minimum of 4 years' experience in Marketing. Experience with radio, television, outdoor, newspaper, yellow pages, direct mail, magazine, and specialty advertising with the ability to analyze data and determine cost effectiveness and project results. Requires an energetic, self-motivated, self-starter with the ability to think creatively. Must have excellent organizational skills and be able to work effectively under tight deadlines. Must have excellent oral and written communication skills. Must maintain confidentiality and be able to handle high stress levels. Valid Wisconsin driver's license, dependable transportation, and proper insurance.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

#### FINE DINING BUSSER

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-F&B

**Location: BARABOO**

**Submit: Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 231227C**

Qualifications: High school diploma or equivalent. Successful completion of criminal background check and drug screen. Current ServSafe certificate preferred. ServSafe certification is required within one (1) month of regular employment. Able to obtain food handler's card where required. One (1) year of fine dining restaurant experience is preferred. Ability to maintain a professional demeanor in stressful situations is necessary. Must work well with people, possess excellent customer service skills, and show sensitivity to diverse cultures. Must possess strong oral and written communication skills. Must possess basic computer skills. **WORKING CONDITIONS:** Must be able to work in a loud, fast-paced environment. Able to work varied hours and shifts, including evenings and weekends.

## NOTES

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**FINE DINING HOST**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-F&B

**Location: BARABOO**

**Submit: Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 231227D**

Qualifications: High school diploma or equivalent. Successful completion of criminal background check and drug screen. Must not be convicted for a crime of moral turpitude, including theft. Current ServSafe certificate preferred. ServSafe certification is required within one (1) month of regular employment. Able to obtain food handler's card where required. One (1) year of fine dining restaurant experience is preferred. Ability to maintain a professional demeanor in stressful situations is necessary. Accurate cash-handling experience and good mathematical skills are required. Must work well with people, possess excellent customer service skills, and show sensitivity to diverse cultures. Must possess strong oral and written communication skills. Must possess basic computer skills. **WORKING CONDITIONS:** Must be able to work in a loud, fast-paced environment.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**FINE DINING LINE COOK**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-F&B

**Location: BARABOO**

**Submit: Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 231227E**

Qualifications: A High School Diploma or equivalent is required. An associate degree or certificate in Culinary Arts is preferred. All employees are subject to the Criminal and Background restrictions of the Ho-Chunk Nation. ServSafe Food Handler is required within 14 days of regular employment. Minimum of two (2) years' of experience working in a full-service restaurant, fine dining preferred. Intermediate understanding of or the ability to learn basic sanitation and regulations for workplace safety. Intermediate understanding of or the ability to learn food handling techniques, preparation, and cooking procedures. Ability to function well in a high-paced and at times stressful environment. Ability to work quickly and efficiently. Ability to work well as part of a team. Ability to maintain personal hygiene. **WORKING CONDITIONS:** Must be able to work in a loud, fast-paced environment. Able to work varied hours and shifts, including evenings and weekends, as needed.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**FINE DINING RESTAURANT MANAGER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-F&B

**Location: BARABOO**

**Submit: Application, Resume and Letter of Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 231227F**

Qualifications: A High School Diploma or equivalent is required. A bachelor's degree in Business or Culinary Arts is required. An associate's degree and two (2) years' of experience or four (4) years' of relevant experience may be supplemented in place of post-secondary education. Sommelier level one certification is preferred. All employees are subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must not be convicted for a crime of moral turpitude, including theft. ServSafe Manager required within 90 days of regular employment. Must demonstrate financial understanding, including the ability to read and analyze financial statements, and demonstrate proficiency in menu engineering. Must demonstrate technological capabilities in Microsoft Office Applications, point-of-sale systems, and other restaurant and business technologies. Relevant experience or training may be demonstrated via degree or certificate, completion of apprenticeship, or other experience necessary to become trained as a highly skilled business leader. Minimum of two (2) years' of experience working in a full-service restaurant, fine dining preferred. Strong supervisory and leadership skills. Excellent interpersonal skills with a focus on guest service. Excellent time management skills. Excellent organizational skills and attention to detail. Familiarity with food handling, safety, and other restaurant guidelines. Proficient with Microsoft Office Suite or related software. **WORKING CONDITIONS:** Must be able to work in a loud, fast-paced environment. Able to work varied hours and shifts, including evenings and weekends, as needed.

**NOTES**

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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#### **FINE DINING SERVER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-F&B

**Location: BARABOO**

**Submit: Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 231227G**

Qualifications: High school diploma or equivalent. Successful completion of criminal background check and drug screen. Must not be convicted for a crime of moral turpitude, including theft. Current ServSafe certificate preferred. ServSafe certification is required within one (1) month of regular employment. Able to obtain food handler's card where required. One (1) year of fine dining restaurant experience is preferred. Ability to maintain a professional demeanor in stressful situations is necessary. Accurate cash-handling experience and good mathematical skills are required. Must work well with people; possess excellent customer service skills and show sensitivity to diverse cultures. Must possess strong oral and written communication skills. Must possess basic computer skills. **WORKING CONDITIONS:** See the Physical Demands worksheet. Must be able to work in a loud, fast-paced environment. Able to work varied hours and shifts, including evenings and weekends.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

#### **FINE DINING SOUS CHEF**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-F&B

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 231227H**

Qualifications: A High School Diploma or equivalent is required. An associate degree in Culinary Arts is required. Four (4) years' of relevant experience may be supplemented in place of a post-secondary education. All employees are subject to the Criminal and Background restrictions of the Ho-Chunk Nation. ServSafe Food Handler required within 14 days of regular employment. ServSafe Manager required within 90 days of regular employment. Relevant experience or training may be demonstrated via degree or certificate, completion of apprenticeship, or other experience necessary to become trained as a highly skilled professional cook. Minimum of two (2) years' of experience working in a full-service restaurant, fine dining preferred. Ability to produce an excellent culinary and restaurant experience for guests. Excellent verbal and written communication skills. Excellent time management, scheduling, supervisory, and organizational skills. Excellent interpersonal skills with the ability to work well with various personalities and under pressure. **WORKING CONDITIONS:** Must be able to work in a loud, fast-paced environment. Able to work varied hours and shifts, including evenings and weekends, as needed.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

#### **INVENTORY CLERK**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-BINGO

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 16.32**

**Status: FULL-TIME**

**Job Code: 231206K**

Qualifications: Must have high school diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Have demonstrated competence in the use of mathematical skills. Knowledge of inventory controls systems and procedures. Ability to count, record and prepare simple accurate records. Must have a positive mental attitude and be willing to follow through on task assignments. Congenial personality and attitude with a courteous and friendly attitude toward the general public/customers. Maintains a safe and healthy work place environment. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work. **WORKING CONDITIONS:** Loud, smoky, fast-paced environment. Must be able to lift, move and store heavy objects.

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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#### **LIFEGUARD LEVEL 1**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF ADMINISTRATION - HOUSE OF WELLNESS

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 13.80**

**Status: FULL-TIME**

**Job Code: 240103D**

Qualifications: High School Diploma, equivalent or a student in good standing. Must have current Lifeguard, First Aide, and CPR, AED certifications or obtain certifications in 2-3 weeks of hire. Knowledge of basic computer Knowledge and previous cashier skills. Must be at least 16 years of age. Willingness to continually keep updated on first aid, lifesaving skills/certifications. Must not have been convicted of any offense which is related to children. Must promote a healthy non-abusive lifestyle. Must have proper Driver's License, transportation and insurance.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

#### **MAINTENANCE SPECIALIST**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 17.58**

**Status: FULL-TIME**

**Job Code: 231122E**

Qualifications: Strong analytical and written skills. Strong interpersonal skills. Must be able to bend, stoop, stand, and walk. Ability to lift up to 50 lbs. on a regular basis. Maintain compliance with the Ho-Chunk Nation's Occupational Safety and Health Program Act of 2002. Maintain confidentiality. High School diploma or equivalent. One (1) to Two (2) years of general maintenance experience. Demonstrate working knowledge of electrical, plumbing, HVAC, masonry, and carpentry and grounds. Demonstrate working knowledge of inventory of all units, tools, and materials of real property. Demonstrated working knowledge of techniques involved in inspections, analyzing, and repair of simple to complex maintenance problems. Demonstrated working knowledge of chemical usage, storage, and disposal preferred. Demonstrated working knowledge of personal protective equipment preferred. Must be bondable. Able to work nights, weekends, and holidays as assigned. Must have a valid driver's license, dependable transportation and proper insurance. WORKING CONDITIONS: Smoking environment. All conditions from hot/humid to sub-zero weather.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

#### **MAINTENANCE SUPERVISOR**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 23.85**

**Status: FULL-TIME**

**Job Code: 231122F**

Qualifications: High School Diploma or equivalent and Two (2) to four (4) years of combined education/experience in relevant field. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must have a valid driver's license, dependable transportation, and proper insurance. Must be bondable. Maintain confidentiality. Maintain compliance with the Ho-Chunk Nation's Occupational Safety and Health Program Act of 2002. Two (2) years of supervisory experience. Demonstrated working knowledge of building systems, HVAC electrical, structural, and plumbing, masonry, carpentry and grounds. Demonstrated working knowledge of inventory of all units, tools and materials of real property. Demonstrated working knowledge of techniques involved in inspections, analyzing and repair of simple to complex maintenance problems. Demonstrated working knowledge of chemical usage, storage, and disposal. Demonstrated working knowledge of personal protective equipment. Cost analysis for materials in the repair of buildings. Knowledge of Microsoft Office products. Strong analytical and written skills. Strong interpersonal skills. WORKING CONDITIONS: Able to work nights, weekends, and holidays as assigned. Smoking environment. All conditions from hot/humid to sub-zero weather.

#### **NOTES**

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\*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.



## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Wednesday of each week.

\*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

#### MASTER MACHANIC

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 21.34**

**Status: FULL-TIME**

**Job Code: 240110N**

Qualifications: High School diploma or equivalent. Must have a valid Class B, CDL driver's license, liability insurance and reliable transportation to work. Must be bondable or licensable according to tribal policy. Must have diesel and gas engine background. One year vocational training and/or five years minimum experience. Must have a working knowledge of electrical/computer components. Must have knowledge of air brakes. Basic welding and body repair. Must be able to communicate effectively with employees and patrons, be able to read, write and understand English. Demonstrate initiative, self-motivation and ability to work in a team setting. Must be mechanically inclined, have good dexterity, manual skills, and have cheerful disposition. Will be required to utilize the vehicle maintenance software. Maintain up to date first aid and OSHA certification and remain state compliant. **WORKING CONDITIONS:** Majority of work inside minimally heated vehicle maintenance building. Occasional work outdoor all seasons. Must be able to lift 50 lbs.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### OFFICE MANAGER - TAU

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 21.34**

**Status: FULL-TIME**

**Job Code: 231206M**

Qualifications: High school diploma or equivalent. Associate Degree preferred. No convictions for any felony or for a misdemeanor involving dishonesty or breach of public trust. Valid driver's license, dependable transportation, and proper insurance. CPR certification required. Must promote a positive, non-abusive, healthy lifestyle. Must attend a cultural sensitivity class and show respect for others. Experience in office management. Must adhere to all applicable confidentiality laws. Proficiency in Microsoft Word, Excel, and Outlook. Possess good decision making, interpersonal relations, and leadership skills. Ability to communicate effectively both orally and in writing. Must be dependable, energetic, possess initiative, and be self-motivated. Must have exceptional organizational skills. **WORKING CONDITIONS:** Office setting. Some travel required.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

#### ROOM ATTENDANT

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 17.58**

**Status: FULL-TIME**

**Job Code: 231115H**

Qualifications: High School Diploma or equivalent. Must be bondable. No record of theft. One (1) – two (2) years of hotel housekeeping-related experience beneficial. Must be able to take orders, receive multiple requests, follow directions, complete a high workload of duties, complete additional training, and adhere to a dress code. Ability to communicate clearly and effectively verbally and in writing. Present a positive and professional attitude and work well in a team. Regular attendance and punctuality is required. Demonstrate excellent time management and multitasking skills. Ensure working transportation. **WORKING CONDITIONS:** Work based on business demands consisting of nights, weekends, and holidays. Perform the physical demands of a room attendant and be able to stoop, kneel, reach, push, pull, bend, twist, lift and climb. Work requires visual acuity, color perception, sense of smell and touch, and hand-eye coordination. Be able to lift 25 lbs. continuously and occasionally 50 lbs. Push or pull 75 lbs. and seldom lift 100 lbs. with assistance. Must work with various chemicals and wear the proper Personal Protective Equipment.

## NOTES

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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\*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

#### SECURITY OFFICER (B) 3RD SHIFT

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SECURITY

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 18.83**

**Status: FULL-TIME**

**Job Code: 231122K**

Qualifications: Must have a high school diploma or GED equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation and able to obtain and maintain a gaming license. Must not have been convicted of an offense, which is related to theft, fraud, children or elders. Reliable transportation, a valid driver's license and proper insurance where applicable. Must have a minimum of one (1) year formal security or law enforcement training or experience (military or civilian). Security training or experience may be waived with a minimum of two (2) years military service. Must possess the ability to acquire a working knowledge of security procedures, investigative procedures and techniques and systems including alarm, access control and identification systems. Must be able to work independently as well as in a team environment with persons of diverse backgrounds and must be able to take direction and complete all tasks in a timely manner. Ability to accept change(s) (e.g., policies, procedures, schedules, duties or post rotations) at any given time; sometimes on short notice, without letting it affect your ability to perform all duties with a high level of customer service and professionalism. Must be able to apply learned skills (i.e. mandated trainings, SOPs, etc.) to job duties. Must be physically able to perform all duties. Must possess strong computer skills and knowledge of Microsoft products. Must have the ability to clearly articulate, in writing, the details of incidents and other shift occurrences in official reports and logs. Must be able to interpret and carry out a variety of instructions furnished in written, oral, diagram or schedule form; speak, read, and write in English including but not limited to reading and comprehending documents, instructions and manuals, interpret meaning and retain information. Ability to speak effectively to team members and guests of the organization in a public forum. Ability to remain calm under stressful situations and use logic and reasoning to solve problems. Ability to multitask and to concentrate on a task over a period of time without being distracted. **WORKING CONDITIONS:** May be exposed to a smoking environment frequently. May be exposed to an elevated noise level. While performing the duties of this job, is required to stand, walk, talk and hear. Is occasionally required to sit, run, climb, balance, stoop, kneel, crouch and crawl. Is occasionally required to lift and/or move up to twenty five (25) pounds and may be required to lift and/or move up to one hundred (100) pounds or more with assistance. May occasionally be exposed to all outside weather conditions for extended periods. Ability to work irregular hours and extended shifts including late nights, early mornings, weekends and holidays.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

#### SHUTTLE DRIVER

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS - TRANSPORTATION

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 15.06**

**Status: FULL-TIME**

**Job Code: 231122L**

Qualifications: High School Diploma or Equivalent GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must currently hold and provide proof of Commercial Driver's License with a Passenger Endorsement, and proper insurance. Must be able to possess a gaming license. Have prior Shuttle Bus experience is a plus. Knowledge of gaming a plus. Must be a custodian of gaming supplies or cash. Must have excellent verbal, written, and communication skills. Must be able to accurately keep records. Must be able to drive outside city limits. Must maintain confidentiality. **WORKING CONDITIONS:** Must be able to work in smoking environment. Must be able to work in extreme weather conditions.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### ACCOUNTANT

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF TREASURY - TREASURY

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 23.02**

**Status: FULL-TIME**

**Job Code: 231101A**

Qualifications: Must have a (4) year degree in accounting. No convictions for any felony or for misdemeanor involving dishonesty. Valid driver's license, dependable transportation and proper insurance. Must have 2-4 years of working experience in the accounting field. Prefer experience with AS 400 software. Strong verbal and written communication skills. Ability to maintain confidentiality and follow directions and procedures. Strong understanding of accounting theory, principles, and practices. Familiarity with relevant FASB and GASB requirements. Proficiency with accounting applications, spreadsheets, word processing. **WORKING CONDITIONS:** Work in an office setting.

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

#### ACCOUNTANT II

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-FINANCE

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 21.87**

**Status: FULL-TIME**

**Job Code: 231206A**

Qualifications: Two (2) year Associates Degree in Accounting is required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and be able to obtain a Gaming Class II and/or III Gaming License. Must be able to work varying schedules in order to meet the needs of the operation. Must have a valid driver's license, dependable transportation, and proper insurance. Minimum four (4) year general ledger experience or a combination of a four year degree and two (2) years general ledger experience. Minimum of two (2) years supervisory experience is required. Demonstrate strong written and verbal communication skills. Demonstrate strong analytical, technical and organization skills with the ability to use sound judgement. Must have working knowledge of Accounting Software and Microsoft Office Software. **WORKING CONDITIONS:** Must be able to work varying schedules in order to meet the needs of the operation. Inside work, seated at desk for the majority of the day. Some light lifting and some standing required.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

#### BANKER/ CASHIER

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-BINGO

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 13.81**

**Status: FULL-TIME**

**Job Code: 231213A**

Qualifications: Must have high school diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Must have demonstrated competence in the use of mathematical skills. Knowledge of accounting practices. Ability to operate calculators with accuracy. Accurately record and prepare accounting data. Ability to communicate orally. Must have a positive mental attitude and be willing to follow through with task assignments. **WORKING CONDITIONS** Loud, smoky, fast-paced environment. Must be able to lift up to 20lbs.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

#### CAGE CASHIER (SWING/ GRAVES SHIFT)

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-CAGE

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 14.96 + TIPS Status: FULL-TIME**

**Job Code: 231101D**

Qualifications: Must have High School Diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be BONDABLE. Must follow chain-of-command. One (1) to three (3) years appropriate experience. Must display a positive attitude at all times and be punctual and ready to work window at scheduled time. Reads, writes and understands English. Ability to accurately use the calculator and other office machines as required. Must have working knowledge of gaming operations. Must have demonstrated competence in mathematical skills, knowledge of accounting procedures and cash handling ability must be trustworthy. **WORKING CONDITIONS:** Casino setting loud, office setting. Cannot be colorblind. Must have good eyesight and full dexterity in both hands. Infrequent lifting of up to 100 lbs. Primary lifting requirements is 10-25 lbs. on consistent basis. Must be able to stand stoop and bend for long periods of time.

#### NOTE

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

**CAGE SHIFT SUPERVISOR (SWING / GRAVES SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-CAGE

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 20.72**

**Status: FULL-TIME**

**Job Code: 231101F**

Qualifications: Must have high school diploma or GED. All casino employees will be subject to the Criminal and background restrictions of the Ho-Chunk Nation. Must be BONDABLE. Maintain confidentiality and professionalism at all times. Two (2) years training in accounting or related field. Three years' experience in bookkeeping, accounting or responsible cash handling. Computer and supervisory experience desirable. Must be neat in appearance. Must display a positive attitude at all times. Must be punctual and ready to work in office at scheduled time. Knowledge of generally accepted accounting principles and procedures. Knowledge of modern business administration. Proficiency in communication and written skills. Reads, writes and understands English. Able to work with minimal supervision and trustworthy. Flexible working hour's availability. **WORKING CONDITIONS:** Casino setting loud, office setting. Must have good eyesight. Must have dexterity in both hands. Primary lifting requirements is 10-25 pound on a consistent basis. Must be able to walk, stoop, bend and stand for long periods of time.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**CASE MANAGER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - CHILD AND FAMILY SERVICES

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Letter of Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 240117A**

Qualifications: Bachelor's Degree in Human Services or related field is required. Must maintain a valid Wisconsin driver's license and insurance. Must adhere to all applicable confidentiality laws. Must promote a positive, non-abusive, healthy lifestyle. One (1) to two (2) years of experience, demonstrating working knowledge of case management. Demonstrate a sophisticated knowledge of human development through the life span. Knowledge of laws and tribal codes associated with program of employment. Knowledgeable of the Ho-Chunk Nation government structure, kinship system, and customs. Knowledgeable of the Ho-Chunk Nation Trial Court procedures. Knowledgeable of county court procedures. Effective time management skills with capability to prioritize high need cases or tasks. Knowledge and adherence to the values, attitudes and beliefs of the Ho-Chunk people plus the willingness to continue learning. Strong verbal and written communication skills in addition to strong computer skills with working knowledge of Microsoft operating systems. Provide excellent customer service. Able to code switch between critical needs communication and strengths/assets based communication. Follow applicable policies, codes, acts, and ordinances. **WORKING CONDITIONS:** Case Manager will work in the field for 60% of this position but will have office work 40% of the time. Case Manager is required to travel, sometimes during inclement weather. Case Managers may be required to lift up to 50 pounds. Home visits must be conducted, sometimes in unsafe environments. Work hours are subject to change, requiring flexibility as needed.

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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#### DATA ANALYST

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - EDUCATION

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Letter of Application**

**Pay Rate: 24.17**

**Status: FULL-TIME**

**Job Code: 231206G**

Qualifications: A Bachelor's degree in a related field or discipline is required. A Master's degree is preferred. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S. C. Part 3207 (c) and shall be subject to a background investigation as a condition of employment. Valid driver's license, dependable transportation and proper insurance are preferred. Maintains strict confidentiality. Four (4) years of increasingly responsible and complex data analysis experience. Additional years of related data experience are preferred from any field where the experience involved effective use of human relations skills in a technical and/or analytical environment. Experience in applied statistics, including regressions, forecasting and value-added analysis. Experience with performing statistical significance tests is preferred. Experience in data analysis and problem solving with large amounts of data. Experience using spreadsheets to conduct trend analyses. Knowledgeable in use of data management systems, computers, word processing and filing. Possess strong analytic skills. Possess strong written and verbal communication skills. Ability to collaborate; propose innovative solutions using data; survey, evaluate and synthesize research from various sources in a clear summary targeted to a specific audience; manage multiple responsibilities simultaneously and flexibility, and learn quickly and work in a fast paced environment. Ability to transform data from a variety of sources and formats into data acceptable for analysis software and spreadsheet analyses, as needed; understand the strengths, weaknesses, and limitations of given datasets or metrics; and limitations of policy, implementation, evaluation, leadership principles and skills including conflict management and consensus building. Ability to present data graphically for a non-technical audience. WORKING CONDITIONS: Office setting. Occasional travel.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

#### DEALER

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-TABLEGAMES

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 8.06**

**Status: FULL-TIME/PART-TIME**

**Job Code: 231115C**

Qualifications: Must have high school diploma or equivalent. Must have successfully completed a recognized dealer training school with proficiency in math. Must successfully complete required orientation and training in Title 31 requirement, Guest Service and Sexual Harassment. Must pass a color blindness test and hearing test when given. Must have perfect or corrected eyesight. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### ELDER WORKER

**Closing Date:**

**1/31/2024**

DEPARTMENT OF LABOR - ELDER WORKFORCE DIVISION

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 13.81**

**Status: PART-TIME**

**Job Code: 240117D**

Qualifications: Enrolled Ho-Chunk member, 62 years and beyond. Valid driver's license, appropriate insurance and dependable transportation is required. Preferred qualification may also be included. Proper handling of office equipment, and some tools of the trades. WORKING CONDITIONS: Office Setting. Cultural events indoors and outdoors in all seasons. Some travel is required.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### ELDER WORKER

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF LABOR - ELDER WORKFORCE DIVISION

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 13.81**

**Status: PART-TIME**

**Job Code: 231220D**

Qualifications: Enrolled Ho-Chunk member, 62 years and beyond. Valid driver's license, appropriate insurance and dependable transportation is required. Preferred qualification may also be included. Proper handling of office equipment, and some tools of the trades. WORKING CONDITIONS: Office Setting. Cultural events indoors and outdoors in all seasons. Some travel is required.

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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#### **FITNESS SPECIALIST**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF ADMINISTRATION - FACILITIES

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 16.12**

**Status: FULL-TIME**

**Job Code: 231206J**

Qualifications: High School Diploma or equivalent. Must not have been convicted of any criminal offense relating to theft, fraud, or children. Must be immunized. Must possess current CPR, First Aide, and an accredited certification as a Personal Trainer. Must promote a healthy non-abusive lifestyle. Valid driver's license, dependable transportation, and proper insurance may be required. Maintain confidentiality and professional demeanor at all times. Must follow the guidelines designated by the American College of Sports Medicine or American Council of Exercise. Working knowledge of risk management of health risks of fitness members. Good oral and written communication skills, office management skills, and basic computer skills knowledge of Word, Excel, and Windows. Ability to teach exercise classes. Ability to work a flexible schedule. Ability to take orders and carry them out efficiently, with a positive attitude and professional demeanor. Ability to complete all phases of mandatory training and physically able to perform all training and assigned duties. Willingness to continually keep updated on fitness information and attend fitness/health seminars or additional schooling. **WORKING CONDITIONS:** Must be able to work varied shifts, in varied weather conditions, in varied locations and facilities and weekends and holidays. Interior office space, utilizing the outside space for daily or special events and other facilities as assigned. Must wear authorized uniform and accessories at all times while on-duty including mandated personal safety equipment. Sit, stand, walk, climb and descend stairs, as well as work in high places as duties require.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### **HOCAK XATAP HIRAKARA**

**Closing Date:**

**1/31/2024**

DEPARTMENT OF NATURAL RESOURCES - FORESTRY

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 21.87**

**Status: FULL-TIME**

**Job Code: 240117I**

Qualifications: Must possess a four (4) year higher education degree in anthropology, ethnobotany, or a related field. No convictions of any felony or for a misdemeanor involving dishonesty. Possession of valid driver's license, dependable transportation and proper insurance are required. OSHA, First Aid and CPR compliant. Must be able to obtain annual wildland firefighting certification (Red Card) to complete prescribed (RX) burns. Experience in forestry a plus (i.e. stand exams, cruising, etc.) Native tree and shrub identification skills through all seasons preferred. Knowledge of the names and uses of flora and fauna culturally significant the Ho-Chunk. Experience using Microsoft Word and Excel to record and analyze data. Experience using ArcGIS Pro preferred. Experience in wildland fire fighting and prescribed use of fire as a resource management tool. Chainsaw training/certification preferred. Must be knowledgeable of the Ho-Chunk practices that depend upon forest resources. Must be knowledgeable with legal descriptions and GPS navigation. Must be able to safely and properly operate both small engines such as chainsaws, weed trimmers, power and hand tools, mowers and large equipment such as tractors and its implements. Must be professional, dress and demeanor, and take directions well. Must possess good skills at coordinating with people, programs, materials, and procedures. Must possess excellent English comprehension skills, in reading, writing, spelling and composition. Must be able to communicate well in written and oral form. Must be detail oriented and conscientious with solid work ethic. Ability to take direction, stay on task and work both as a team and independently. **WORKING CONDITIONS:** Work is physically demanding, requiring the ability to perform effectively in steep, debris and brushcovered terrain under adverse ground and weather conditions for long periods of time. Willing to work alone in remote locations (volatile/unpredictable). Field sites may be in remote locations and located significant distances from roads or trails.

#### **NOTES**

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\*Some of the jobs posted may require a gaming license.

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Wednesday of each week.

\*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### JUNIOR ACCOUNTANT

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF TREASURY - TREASURY

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 20.48 OR  
DOQ**

**Status: FULL-TIME**

**Job Code: 2311011**

Qualifications: Must have two (2) year degree in Accounting or its equivalent. No convictions of any felony or misdemeanor involving dishonesty. Valid driver's license, transportation, and proper insurance. Annually pursue continuing education opportunities to keep current on accounting principles, GAAP and GASB. Must have one (1) to two (2) years of work experience in the accounting field. Knowledge of the GAAP (Generally Accepted Accounting Principles) and GASB (Government Accounting Standards Board). Ability to communicate orally and in written form effectively. Ability to maintain confidentiality and follow directions and procedures. Familiarity with standard concepts, practices and procedures within the accounting field. Proficiency with accounting applications, spreadsheets, word processing. Ability to multi-task. Maintain a filing system. **WORKING CONDITIONS:** Work in office setting. Occasional travel required.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### LABOR DEPARTMENT BOARD OF DIRECTORS MEMBER

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF LABOR - LABOR

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Letter of Application**

**Pay Rate: STIPEND**

**Status: FULL-TIME**

**Job Code: 240117K**

Qualifications: The Ho-Chunk Nation Department of Labor, which houses the Ho-Chunk Nation 477 Federal Program, Tribal Workforce Development, Occupational Safety & Health, Emergency Management, Residential Construction Inspection, the Elder Workforce Division, and the Youth Employment Program, is seeking nominations to fill five (5) vacancies on its Board of Directors. The Board serves in an advisory capacity on matters referred by the Executive Director of the Department of Labor. Board members shall have the requisite skills, knowledge, and education to provide the Executive Director with professional and expert advice and recommendations, including, but not limited to, occupational safety & health, emergency management, residential construction, Federal and State labor laws, employment, human resources, training, etc. A director shall possess leadership skills and communicate as a Board committed to the mission of the Department of Labor. A director must be an enrolled Ho-Chunk tribal member 25 years or older. An FBI background check is required for all Board of Director nominees as per Resolution 04-08-13K. A director must not have a conviction of, or entry of a plea of guilty or no contest to, any of the following in any jurisdiction within the past ten (10) years: a felony, any crime of dishonesty, including, but not limited to, fraud, misrepresentation, theft, or deception in any form. The Board shall comprise five (5) Ho-Chunk Nation enrolled members, selected by the Executive Director, approved by the President of the Ho-Chunk Nation, and confirmed by the Ho-Chunk Nation Legislature, according to the Establishment Act of the Department of Labor. The Board of Directors serve two (2) year terms and may serve more than one (1) term. The terms will alternate so that two (2) Directors are appointed or re-appointed after the first year and every two (2) years after that, and three (3) Directors are appointed or re-appointed in the alternate years. The Department of Labor's Board of Directors will also serve as the Emergency Management Advisory Committee (EMAC). An EMAC advises, assists, reviews, and comments on emergency management, homeland security issues, regional planning, and policies. They measure and prioritize core capabilities and recommend homeland security allocations and work products to sustain and enhance preparedness and operational levels. As set forth on this board, members provide regional and multi-discipline perspectives and represent the communities, districts, government, particular purpose, utilities, non-profit agencies, and the private sector involved with or coordinating with the Ho-Chunk Nation.

#### **N O T E**

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

#### **MAINTENANCE SUPERVISOR**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-FACILITIES

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 21.87**

**Status: FULL-TIME**

**Job Code: 231213D**

Qualifications: High School Diploma or equivalent and Two (2) to four (4) years of combined education/experience in relevant field. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must have a valid driver's license, dependable transportation, and proper insurance. Must be bondable. Maintain confidentiality. Maintain compliance with the Ho-Chunk Nation's Occupational Safety and Health Program Act of 2002. Two (2) years of supervisory experience. Demonstrated working knowledge of building systems, HVAC electrical, structural, and plumbing, masonry, carpentry and grounds. Demonstrated working knowledge of inventory of all units, tools and materials of real property. Demonstrated working knowledge of techniques involved in inspections, analyzing and repair of simple to complex maintenance problems. Demonstrated working knowledge of chemical usage, storage, and disposal. Demonstrated working knowledge of personal protective equipment. Cost analysis for materials in the repair of buildings. Knowledge of Microsoft Office products. Strong analytical and written skills. Strong interpersonal skills. **WORKING CONDITIONS:** Able to work nights, weekends, and holidays as assigned. Smoking environment. All conditions from hot/humid to sub-zero weather.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### **MEDICAL LABORATORY TECHNICIAN**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - HEALTH

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 231129C**

Qualifications: Associate degree in Laboratory Science or Medical Laboratory Technology (MLT) required. Bachelor's degree is preferred. Proof of meeting the Clinical Laboratory Improvement Amendments (CLIA) 88 Testing Personnel qualification requirements for a Moderate Complexity Testing Laboratory. Proof as a qualified Technologist/Technician under Laboratory Regulations published before March 14, 1990. Must maintain a current license by attending continuing education units (CEUs) during employment. Must have valid driver's license, dependable transportation and proper insurance. Must promote a healthy, non-abusive lifestyle. Must maintain patient confidentiality in accordance with Department Policy, Privacy Act/HIPAA regulations. Possess skill in working with patients of all age ranges with varied background and cultures. Possess ability to troubleshoot instrument problems and perform maintenance. Possess ability to apply critical thinking in various aspects of laboratory systems. Ability to apply mathematical concepts such as fractions, percentages, standard deviation to task such as quality control. **WORKING CONDITIONS:** Work in a Laboratory clinic setting with analyzers, equipment, patients, etc.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

#### **NIGHT AUDITOR**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-HOTEL

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 16.12**

**Status: FULL-TIME**

**Job Code: 231108E**

Qualifications: High School diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Must have valid driver's license, dependable transportation, and proper insurance. Two (2) years of proven experience in accounting and bookkeeping required. One (1) year of proven hotel front desk experience preferred. One (1) year of cash handling experience preferred, knowing how to process drawer counts, and issue change with 100% accuracy. Two (2) years of quality guest service experience in accordance with standardized or branded guest service standards required. Previous experience with a Hotel Property Management System preferred. Ability to type at least 40 words per minute. Must have good written and oral communication skills. Must be able to effectively verbally communicate in a noisy environment using proper pronunciation and sentence structure. Advanced familiarity with the Microsoft Windows and Microsoft Office with certification as a Microsoft Office Specialist preferred. Proficient computer skills working in Microsoft Windows and Microsoft Office. Excellent customer service skills. Must have good communication and possess interpersonal skills. Must have the ability to work effectively in stressful situations. Must understand and follow organizational chain of command. **WORKING CONDITIONS:** Ability to work varied hours, shifts, including evenings, and weekends if needed. Requires keyboarding, writing, standing, sitting, and walking.

#### **NOTES**

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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#### PHARMACIST

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - PHARMACY

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME/PART-TIME**

**Job Code: 231227K**

Qualifications: Doctor of Pharmacy (Pharm.D.) from an accredited program or Bachelor of Science in Pharmacy (BS Pharmacy) AND State Board Licensed in the State of Wisconsin. Valid driver's license, dependable transportation and proper insurance. Possess a broad professional knowledge in the field of clinical pharmacy and aspects of the total pharmacy operations. Basic knowledge of medicinal, chemistry, pharmacokinetics, pharmacology, microbiology, pathology, and toxicology to independently perform professional assignments. Knowledge of proper drug and medication storage to ensure preservation and security. Knowledge of potential side effects of certain drugs or medications to properly advise and counsel patients. Working knowledge of JCAHO/AAHC requirements to include pharmacy and therapeutics, drug utilization and quality improvement and assessment. **WORKING CONDITIONS:** Ability to work required long periods of standing, bending, reaching, and lifting boxes of pharmacy supplies weighing fifty pounds or less. Willingness and ability to perform required travel to field locations to provide pharmacy services. Standing and walking are greater than 90% of the time.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

#### POOL-GROUNDSKEEPER-MAINTENANCE PERSON

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-FACILITIES

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 13.81**

**Status: FULL-TIME**

**Job Code: 231227L**

Qualifications: High school diploma or equivalent. Certification by the National Swimming Pool Foundation as a Certified Pool Operator. Valid driver's license, dependable transportation and proper insurance. Must have thorough knowledge of building systems, HVAC, electrical, structural, plumbing and grounds. Knowledge of inventory of all units, tools and materials of real property. Must have positive attitude, team player and be willing to follow through on assigned tasks with minimal or no supervision. Must be able to read and write effectively and to communicate effectively with the public. **WORKING CONDITIONS:** Ability to work varying hours and days (including weekends and holidays). Must be willing to work in extreme varied weather conditions all year. Must be physically able to stand, bend, stoop, walk and do heavy lifting (50 pounds) and effectively move heavy objects from one location to another safely.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

#### PROMOTIONS HOST /HOSTESS

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-MARKETING

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 16.12**

**Status: FULL-TIME**

**Job Code: 231101J**

Qualifications: High School diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and hold a gaming license throughout employment. Valid driver's license and liability auto insurance (at minimum), preferred. Be knowledgeable and detail-oriented at all times in all aspects that pertain to the Players Club and the player tracking system. This includes, but not limited to: point/comp dollar redemptions, free play, Club card use and any discrepancies related to them. Be knowledgeable and detail-oriented at all times in all aspects of the departmental Standard Operating Procedures. Ability to use sound judgement. Must work well as part of a team. Knowledge of computers and keyboarding is required. Must be personable and polite. Must possess strong interpersonal skills. **WORKING CONDITIONS:** Office setting. Must have the ability to work varying hours and days, including nights, weekends and holidays. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny. Facilities with an ancillary site may include travel between site locations.

#### NOTES

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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#### ROOM ATTENDANT

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-HOTEL

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 16.12**

**Status: FULL-TIME**

**Job Code: 231122J**

Qualifications: High School Diploma or equivalent. Must be bondable. No record of theft. One (1) – two (2) years of hotel housekeeping-related experience beneficial. Must be able to take orders, receive multiple requests, follow directions, complete a high workload of duties, complete additional training, and adhere to a dress code. Ability to communicate clearly and effectively verbally and in writing. Present a positive and professional attitude and work well in a team. Regular attendance and punctuality is required. Demonstrate excellent time management and multitasking skills. Ensure working transportation. **WORKING CONDITIONS:** Work based on business demands consisting of nights, weekends, and holidays. Perform the physical demands of a room attendant and be able to stoop, kneel, reach, push, pull, bend, twist, lift and climb. Work requires visual acuity, color perception, sense of smell and touch, and hand-eye coordination. Be able to lift 25 lbs. continuously and occasionally 50 lbs. Push or pull 75 lbs. and seldom lift 100 lbs. with assistance. Must work with various chemicals and wear the proper Personal Protective Equipment.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

#### SECURITY SHIFT SUPERVISOR

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SECURITY

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 20.72**

**Status: FULL-TIME**

**Job Code: 231206N**

Qualifications: Must have a high school diploma or equivalent. An Associate Degree in Criminal Justice or Police Science is required or in process of or willing to obtain a degree. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be able to obtain and maintain a Gaming License. Must be bondable. Must be certified in First Aid, AED and CPR. Valid Driver's License, dependable transportation, and proper insurance. Required to have three (3) years of supervisory experience in Security or Law Enforcement (military or civilian). Required a minimum of three (3) years of formal Security or Law Enforcement training (military or civilian). Must have knowledge of security investigative procedures, techniques, management, and systems. Must have knowledge in security requirements as it pertains to casino and facility operations. Must be able to communicate effectively in both verbal and written formats. Must be familiar with alarm, access control and identification system and uses. Possess strong computer skills. Must be of sound character with the ability to make sound judgments under stressful situations. Must be physically able to perform all duties. **WORKING CONDITIONS:** May be exposed to a smoking environment frequently. May be exposed to an elevated noise level. While performing the duties of this job, will be required to stand, walk, talk and hear. May occasionally be required to sit, run, climb, balance, stoop, kneel, crouch and crawl. May occasionally be required to lift and/or move up to twenty five (25) pounds and may be required to lift and/or move up to one hundred (100) pounds or more with assistance. May occasionally be exposed to all outside weather conditions for extended periods. Ability to work irregular hours and extended shifts including late nights, early mornings, weekends and holidays.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

#### SLOT SERVICE SUPERVISOR

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 20.72**

**Status: FULL-TIME**

**Job Code: 231220I**

Qualifications: High School Diploma or GED certificate is required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and licensable according to tribal policy. Must have one (1) year of experience in slot floor operations and/or repair. Must have one (1) year of supervisory experience. Ability and willingness to work assigned schedule that will include nights, weekends and holidays is required. Must have excellent problem solving skills. Must be able to oversee numerous monetary transactions with a high degree of accuracy. Must have excellent customer service skills. Must be able to deal with stressful situations in a professional manner. Must lead by example. Must be proficient in Microsoft Office Applications. Must pass a Slot Service Supervisor test at time of interview. **WORKING CONDITIONS:** While performing the duties of this job, the employee is subject to inside environmental conditions such as second hand tobacco smoke. The noise level in the work environment is usually moderate.

#### NOTES

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

#### **SLOT SERVICE TECHNICIAN I**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 13.81**

**Status: FULL-TIME**

**Job Code: 231220L**

Qualifications: High School Diploma or GED certificate is required. All casino employees will be subject to the Criminal and Background restrictions of the HCN. Must be bondable and licensable according to tribal policy. Must have one (1) year money handling experience. Must be able to read, write and understand English. Must have basic computer skills. Must pass a basic mathematics test at time of interview. WORKING CONDITIONS: Must have the ability and willingness to work assigned schedule which includes nights, weekends and holidays as required. Cannot be color blind. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, risk of electrical shock and second hand tobacco smoke. The noise level in the work environment is usually moderate.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

#### **SLOT SERVICE TECHNICIAN II**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 17.27**

**Status: FULL-TIME**

**Job Code: 231108G**

Qualifications: High School Diploma or GED certificate required. A two (2) year degree in Electronics preferred. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and licensable according to tribal policy. Must have six (6) months prior experience as a Slot Service Technician I or higher or equivalent experience in related field. Must be able to read, write and understand English. Must possess basic computer skills. Must pass the Slot Service Technician II test at time of interview. WORKING CONDITIONS: Ability and willingness to work assigned schedule that will include nights, weekends and holidays is required. Cannot be color blind. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, risk of electrical shock and second hand tobacco smoke. The noise level in the work environment is usually moderate.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### **SOCIAL WORKER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - CHILD AND FAMILY SERVICES

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Letter of Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 231220O**

Qualifications: Bachelor's Degree in Social Work or related field required. Master's Degree in Social Work or related field is preferred. Possess a Wisconsin Social Work Certification or License. Must maintain a valid Wisconsin driver's license and insurance. Must adhere to all applicable confidentiality laws. Must promote a positive, non-abusive, healthy lifestyle. One (1) to two (2) years of experience, demonstrating working knowledge of social work field of practice is preferred. Effective time management skills with capability to prioritize high need cases or tasks. Knowledge and adherence to the values, attitudes and beliefs of the Ho-Chunk people plus the willingness to continue learning. Strong verbal and written communication skills in addition to strong computer skills with working knowledge of Microsoft operating systems. Provide excellent customer service. Able to code switch between critical needs communication and strengths/assets based communication. Follow applicable policies, codes, acts, and ordinances. Knowledge of laws and tribal codes associated with program of employment. Knowledge of the Social Work Code of Ethics and confidentiality. Knowledgeable of the Ho-Chunk Nation government structure, kinship system, and customs. Knowledgeable of the Ho-Chunk Nation Trial Court procedures. WORKING CONDITIONS: Social Worker will work in the field (60% of the time) but will have office work 40% of the time. Social Worker is required to travel, sometimes during inclement weather. Social Workers may be required to lift up to 50 pounds infrequently. Home visits must be conducted, sometimes in unsafe environments. Work hours are subject to change, requiring flexibility as needed.

#### **NOTES**

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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#### **SURVEILLANCE SHIFT SUPERVISOR**

**Closing Date:**

**Open Until Filled**

**GAMING COMMISSION - SURVEILLANCE**

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 21.87**

**Status: FULL-TIME**

**Job Code: 231227N**

Qualifications: Must possess a high school diploma or equivalent. Must have one (1) year of higher education. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be able to obtain Gaming License. Possession of working vehicle, valid driver's license and proper Insurance. Two (2) years of experience in casino surveillance. Two (2) years of supervisory experience preferred. Must be able to operate different types of surveillance equipment. Must be able to identify criminal activity. Must have the ability to effectively follow direction. Must be able to read, write, comprehend and retain Information. Must be able to type at a minimum of 45 words per minute. Must be familiar with computer software programs (i.e. spreadsheets, word processing). Must possess the ability to multi-task. Shall use effective time management. Must possess good organizational skills. Public speaking skills are required. Must have basic leadership qualities needed in law enforcement environment. Must exhibit leadership qualities and be able to coordinate staff as needed. Must possess the ability to work independently as well as in a team environment. Must possess the ability to apply investigative techniques and undercover operations. Remain up-to-date on casino and business related scams. Thorough knowledge of all gaming activities. **WORKING CONDITIONS:** Must have eyesight correctable to 20/20, no color blindness. Be able to sit for extended periods of time and observe in close quartered areas. Be able to work in a low light environment. Be able to work in a smoke filled environment (gaming floor). Be able to observe CCTV monitors for extended periods of time. Must be able to work in a high stress environment. Occasional travel may be required to fulfill effectively above job description functions. Evenings, weekends and/or holidays will be required to fulfill effectively above job description functions.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### **TAU ASSISTANT COOK**

**Closing Date:**

**Open Until Filled**

**DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT**

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 13.81**

**Status: FULL-TIME**

**Job Code: 231122N**

Qualifications: Must have a high school diploma or equivalent (GED/HSED). Must be at least 18 years of age. Preferably Native American. Must obtain ServSafe certification within one year. Must have or acquire a CPR certificate. Must have valid driver's license, dependable transportation, and proper insurance. Must promote a positive, non-abusive, healthy lifestyle. Must adhere to all applicable confidentiality laws. Congenial and friendly and be in good physical condition. Experience in food preparation and knowledge of nutritional needs. Must be willing to work with Elders and be able to communicate with the Elders. Proficiency in Microsoft Word, Excel, and Outlook. Knowledge of Native American traditions and nutritional needs of the Elders. Must have knowledge of the Privacy Act and respect confidentiality of Elders. Must be dependable, energetic, possess initiative, and be self-motivated. **WORKING CONDITIONS:** Kitchen and office setting. Some travel required.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### **TRIBAL ATTORNEY**

**Closing Date:**

**Open Until Filled**

**DEPARTMENT OF JUSTICE - JUSTICE**

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 231213K**

Qualifications: Must possess a law degree. Must be of legal age and never have been convicted of a felony, unless pardoned. Member of the Wisconsin State Bar or eligible for admission within 9 months of employment. Must be eligible to practice law or licensed to practice law in the Ho-Chunk Nation Court, the Courts of the State of Wisconsin and Federal District Court within 9 months of employment. Valid driver's license, dependable transportation and proper insurance. Licensed or eligible to practice law in Federal jurisdiction, federal court experience desirable. Entry level to five (5) years of experience. Contract review and lease experience preferred. Must become and maintain membership in the Ho-Chunk Nation Bar Association. Knowledge of all relevant aspects of tribal law, federal law and Wisconsin law. Respect for the culture and traditions of the Ho-Chunk Nation. Ability to communicate and provide verbal feedback in a professional manner. Ability and willingness to cooperate and collaborate with agencies from other jurisdictions. Ability to resolve problems, handle conflicts and make effective decisions under pressure. Must be familiar with the constitution and laws of the Ho-Chunk Nation. Knowledge of the Ho-Chunk communities and people. **WORKING CONDITIONS:** Office setting. Travel required.

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\*Some of the jobs posted may require a gaming license.

\*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.



## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Wednesday of each week.

\*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### **TUTOR SPECIALIST**

**Closing Date: 3/13/2024**

DEPARTMENT OF EDUCATION - EDUCATION

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 34.53**

**Status: FULL-TIME**

**Job Code: 231213L**

Qualifications: Bachelor's degree in Education or a related field. Must meet the requirements of the Wisconsin Department of Public Instruction to be a certified teacher. Must possess a dependable working vehicle, valid Wisconsin driver's license, and proper vehicle insurance. CPR certified or must be certified within 90 days of hire. No convictions of a crime against a child or disabled person. Must possess at least two (2) years' of teaching experience. Working Understanding of Individualized Education Programs. Knowledge of virtual meeting software and must be able to implement virtual tutoring sessions. Must be able to work cooperatively with fellow coworkers, school employees and parents to maintain strict confidentiality. Must be a role model for Ho-Chunk students. **WORKING CONDITIONS:** Work indoors.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### **WOMEN'S RECOVERY ADVOCATE**

**Closing Date: Open Until Filled**

ANY - BEHAVIORAL HEALTH

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 14.96**

**Status: FULL-TIME**

**Job Code: 231227P**

Qualifications: High School Diploma or equivalent required. Graduate of State of Wisconsin Peer Specialist Training; certified in Wisconsin as a Certified Peer Specialist or become certified within one (1) year of hire. Must be 21 years of age or older. Must be free from problematic substance use for at least two (2) years immediately preceding hiring. Trained in Applied Suicide Intervention Skills Training (ASIST) and/or Safe TALK. Certified in Crisis Prevention Intervention (CPI) — nonviolent or become certified within one (1) year of hire. CPR certification or become certified within three (3) months of hire. Must have a valid driver's license and insurance. Must promote a healthy, non-abusive lifestyle. Must be able to maintain confidentiality. Lived experience with mental health, substance use, and co-occurring needs and knowledge of recovery principles. Must have experience or desire to work with people who have substance abuse disorders. Prior experience working with individuals with substance use disorders and co-occurring mental health disorders, preferred but not required. Experience with recovery processes. Experience with computers including Microsoft Windows, Word, Outlook, Excel, internet and email. Adhere to established policies and procedures. Conduct self in an ethical manner. Maintain professional and respectful relationships with program staff, HHCC staff, guests and all external persons and agencies involved with service provision. Must have knowledge and understanding of the Ho-Chunk culture, language and traditions. Excellent verbal and written communication skills. Must demonstrate ability to provide consistently excellent and compassionate customer service. Ability to work independently to complete assignments. Ability to exercise a high level of professionalism and confidentiality with client health information. Must be reliable with time sensitive deadlines and tasks. Demonstrated temperament to work and care for women with substance use and co-occurring mental health disorders in a residential setting. Must be able to effectively communicate with guests and staff. Must possess good decision making and leadership skills. Excellent written and verbal communication principles. Ethical and reliable. **WORKING CONDITIONS:** Frequent sitting. Frequent walking. Must be able to climb stairs. Must be able to lift 25 pounds. Must be able to work with a diverse group of people. Must be respectful of diverse economic and cultural backgrounds. Must be able to work with residents in different stages of recovery. Must be able to work in stressful and unpredictable situations. Must stay awake during overnight hours. Some travel required.

#### **NOTES**

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### **YOUTH COORDINATOR**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - YOUTH SERVICES

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 17.27**

**Status: FULL-TIME**

**Job Code: 231206S**

Qualifications: High School Diploma or equivalent. Must adhere to all applicable confidentiality laws. Must lead a non-abusive lifestyle; alcohol-free, substance-free, and free of domestic violence required throughout employment. CPR certified or must be certified within 90 days of hire. Must maintain a valid Wisconsin driver's license, dependable transportation, and insurance. Two (2) years' experience working with youth in a structured program. Working experience facilitating youth discussion groups. Working experience with Microsoft; Outlook, Word, Excel, Access, PowerPoint and Publisher. Extensive knowledge about the Youth Services Division and its organizational structure. Must have knowledge of Ho-Chunk or Native American culture and traditions. Ability to assist the youth with personal conflicts in a positive, productive manner. Ability to organize activities in small and large group settings, activities can be presentations, conferences and overnights. Must serve as an advisor to youth council. Create and maintain a youth council to empower the youth to use their voices to make positive change. Must be reliable, dependable, organized, self-motivated, show initiative, and have strong interpersonal skills. Ability to communicate effectively in writing or orally. Must possess good decision making skills. **WORKING CONDITIONS:** Office setting. Classroom setting. Transportation setting. Large group setting. Frequent travel as assigned.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### **REGISTERED NURSE-HOME CARE**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

**Location: LA CROSSE**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 231115G**

Qualifications: Associates degree in Nursing is required. Bachelor's degree in Nursing preferred. Will accept Graduate Nurse with obtaining Registered Nurse license within 6 months of employment. Possess a current State of Wisconsin RN license in good standing or General Nurse. Possess Cardiopulmonary Resuscitation (CPR) certification or obtain within 90 days of hire. Possess a valid driver's license, dependable transportation, and proof of auto insurance. Completes National Incident Management System (NIMS)/Incident Command System (ICS) 100, 700 certification within six (6) months of employment. Must maintain patient confidentiality in accordance with the Privacy Act/HIPAA. Preferred three (3) years nursing experience. Possess basic computer skills and have experience with Electronic Health Records. **WORKING CONDITIONS:** General in home care setting and community sites. Work performed in the community is sometimes subject to conditions ranging from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, and animals. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication. Traveling is a necessity. Potential exposure to hazardous and bio-hazardous material. Requires use of personal protective equipment.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

#### **SLOT SERVICE SUPERVISOR**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-SLOTS

**Location: MADISON**

**Submit: Application**

**Pay Rate: 23.67**

**Status: FULL-TIME**

**Job Code: 231220J**

Qualifications: High School Diploma or GED certificate is required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and licensable according to tribal policy. Must have one (1) year of experience in slot floor operations and/or repair. Must have one (1) year of supervisory experience. Ability and willingness to work assigned schedule that will include nights, weekends and holidays is required. Must have excellent problem solving skills. Must be able to oversee numerous monetary transactions with a high degree of accuracy. Must have excellent customer service skills. Must be able to deal with stressful situations in a professional manner. Must lead by example. Must be proficient in Microsoft Office Applications. Must pass a Slot Service Supervisor test at time of interview. **WORKING CONDITIONS:** While performing the duties of this job, the employee is subject to inside environmental conditions such as second hand tobacco smoke. The noise level in the work environment is usually moderate.

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

#### BEVERAGE SERVICES MANAGER

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 19.72**

**Status: FULL-TIME**

**Job Code: 231227A**

Qualifications: In-depth knowledge and controls of bar/beverage industry. Knows patron profile to tailor programs and promotions. Lifting up to 50 pounds may be required. College degree (or related experience). Minimum of 4 years previous bar/beverage and/or restaurant/club management supervision with large volume operation(s). State Bartending Certificate.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

#### CAGE CASHIER

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-CAGE

**Location: MADISON**

**Submit: Application**

**Pay Rate: 17.09 + TIPS Status: FULL-TIME**

**Job Code: 240110A**

Qualifications: Must have High School Diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be BONDABLE. Must follow chain-of-command. One (1) to three (3) years appropriate experience. Must display a positive attitude at all times and be punctual and ready to work window at scheduled time. Reads, writes and understands English. Ability to accurately use the calculator and other office machines as required. Must have working knowledge of gaming operations. Must have demonstrated competence in mathematical skills, knowledge of accounting procedures and cash handling ability must be trustworthy. WORKING CONDITIONS: Casino setting loud, office setting. Cannot be colorblind. Must have good eyesight and full dexterity in both hands. Infrequent lifting of up to 100 lbs. Primary lifting requirements is 10-25 lbs. on consistent basis. Must be able to stand stoop and bend for long periods of time.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

#### DISHWASHER

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 15.77**

**Status: PART-TIME**

**Job Code: 240110G**

Qualifications: Will train. High school diploma or equivalent desired.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### ELDER WORKER

**Closing Date:**

**1/31/2024**

DEPARTMENT OF LABOR - ELDER WORKFORCE DIVISION

**Location: MADISON**

**Submit: Application**

**Pay Rate: 15.77**

**Status: PART-TIME**

**Job Code: 240117E**

Qualifications: Enrolled Ho-Chunk member, 62 years and beyond. Valid driver's license, appropriate insurance and dependable transportation is required. Preferred qualification may also be included. Proper handling of office equipment, and some tools of the trades. WORKING CONDITIONS: Office Setting. Cultural events indoors and outdoors in all seasons. Some travel is required.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

#### FOOD SERVER

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 10.52**

**Status: FULL-TIME/PART-TIME**

**Job Code: 231227I**

Qualifications: High school diploma or equivalent desired.

## NOTE

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

#### SECURITY OFFICER

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-SECURITY

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 19.72**

**Status: FULL-TIME**

**Job Code: 231129F**

Qualifications: Must have a high school diploma or GED equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation and able to obtain and maintain a gaming license. Must not have been convicted of an offense, which is related to theft, fraud, children or elders. Reliable transportation, a valid driver's license and proper insurance where applicable. Must have a minimum of one (1) year formal security or law enforcement training or experience (military or civilian). Security training or experience may be waived with a minimum of two (2) years military service. Must possess the ability to acquire a working knowledge of security procedures, investigative procedures and techniques and systems including alarm, access control and identification systems. Must be able to work independently as well as in a team environment with persons of diverse backgrounds and must be able to take direction and complete all tasks in a timely manner. Ability to accept change(s) (e.g., policies, procedures, schedules, duties or post rotations) at any given time; sometimes on short notice, without letting it affect your ability to perform all duties with a high level of customer service and professionalism. Must be able to apply learned skills (i.e. mandated trainings, SOPs, etc.) to job duties. Must be physically able to perform all duties. Must possess strong computer skills and knowledge of Microsoft products. Must have the ability to clearly articulate, in writing, the details of incidents and other shift occurrences in official reports and logs. Must be able to interpret and carry out a variety of instructions furnished in written, oral, diagram or schedule form; speak, read, and write in English including but not limited to reading and comprehending documents, instructions and manuals, interpret meaning and retain information. Ability to speak effectively to team members and guests of the organization in a public forum. Ability to remain calm under stressful situations and use logic and reasoning to solve problems. Ability to multitask and to concentrate on a task over a period of time without being distracted. **WORKING CONDITIONS:** May be exposed to a smoking environment frequently. May be exposed to an elevated noise level. While performing the duties of this job, is required to stand, walk, talk and hear. Is occasionally required to sit, run, climb, balance, stoop, kneel, crouch and crawl. Is occasionally required to lift and/or move up to twenty five (25) pounds and may be required to lift and/or move up to one hundred (100) pounds or more with assistance. May occasionally be exposed to all outside weather conditions for extended periods. Ability to work irregular hours and extended shifts including late nights, early mornings, weekends and holidays.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

#### SLOT SERVICE TECHNICIAN II

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-SLOTS

**Location: MADISON**

**Submit: Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 231122M**

Qualifications: High School Diploma or GED certificate required. A two (2) year degree in Electronics preferred. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and licensable according to tribal policy. Must have six (6) months prior experience as a Slot Service Technician I or higher or equivalent experience in related field. Must be able to read, write and understand English. Must possess basic computer skills. Must pass the Slot Service Technician II test at time of interview. **WORKING CONDITIONS:** Ability and willingness to work assigned schedule that will include nights, weekends and holidays is required. Cannot be color blind. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, risk of electrical shock and second hand tobacco smoke. The noise level in the work environment is usually moderate.

#### **N O T E**

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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#### SYSTEMS ENGINEER

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF ADMINISTRATION - INFORMATION TECHNOLOGY

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 32.86**

**Status: FULL-TIME**

**Job Code: 231101N**

Qualifications: Minimum of 4-year degree in Computer Science or Information Management. Minimum MCSE in Windows 2000 or 2003, CompTia Network + Certification. Minimum Specialization (Select one): CCNA Certification, CompTia IT Project + Certification, Mitel Telecommunications. Must apply for and be approved to hold a Ho-Chunk Nation Gaming License. Valid driver's license, dependable transportation and proper insurance. Four (4) years focused job experience. Minimum two (2) years supervisory or project management experience. Experience with strategic planning and implementation in a business environment. Experience with routing, cabling, installation of network operating systems, switches, VLAN's and interfacing with multiple topologies and environments. Experience in troubleshooting, diagnosis and correction of system failures. Proficient in project management of IS system and technological changes. Experience with WAN communications, troubleshooting and connectivity solution. Background in Tribal or Government programs; gaming operations: HIPAA requirements. Advanced practical skills in network operating systems. Microsoft Products, Email Systems, voice mail systems and backup systems. Knowledge of database systems concepts. Ability to maintain confidentiality and professional demeanor under all work circumstances. Ability to work in a team environment or independently as needed. **WORKING CONDITIONS:** Business casual, ADA-compliant facility. May be exposed to a smoking environment frequently. May be exposed to an elevated noise level. Must be able to lift 50 pounds from floor to overhead occasionally. May be required to work on ladders, under or behind equipment and in tight spaces. Must be available for flexible work schedules; on call as needed.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### ELDER WORKER

**Closing Date:**

**1/31/2024**

DEPARTMENT OF LABOR - ELDER WORKFORCE DIVISION

**Location: MILWAUKEE**

**Submit: Application**

**Pay Rate: 15.00**

**Status: PART-TIME**

**Job Code: 240117F**

Qualifications: Enrolled Ho-Chunk member, 62 years and beyond. Valid driver's license, appropriate insurance and dependable transportation is required. Preferred qualification may also be included. Proper handling of office equipment, and some tools of the trades. **WORKING CONDITIONS:** Office Setting. Cultural events indoors and outdoors in all seasons. Some travel is required.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX**

#### CAGE CASHIER

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-CAGE

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 15.21**

**Status: FULL-TIME**

**Job Code: 240103A**

Qualifications: Must have High School Diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be BONDABLE. Must follow chain-of-command. One (1) to three (3) years appropriate experience. Must display a positive attitude at all times and be punctual and ready to work window at scheduled time. Reads, writes and understands English. Ability to accurately use the calculator and other office machines as required. Must have working knowledge of gaming operations. Must have demonstrated competence in mathematical skills, knowledge of accounting procedures and cash handling ability must be trustworthy. **WORKING CONDITIONS:** Casino setting loud, office setting. Cannot be colorblind. Must have good eyesight and full dexterity in both hands. Infrequent lifting of up to 100 lbs. Primary lifting requirements is 10-25 lbs. on consistent basis. Must be able to stand stoop and bend for long periods of time.

## NOTES

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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**APPLY & INQUIRE AT: Ho-Chunk Gaming - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX**

#### CASINO CONTROLLER

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-FINANCE

**Location: NEKOOSA**

**Submit: Application, Resume and Letter of Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 240110C**

Qualifications: Minimum four (4) year Bachelor degree in Accounting, Finance or business field and GPA of 3.0 or better. Preferred Master's degree in a relevant discipline such as Business with an emphasis in Finance or fiscal management. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and be able to obtain a Gaming Class II and/or III Gaming License. Able to maintain confidentiality and maintain professional demeanor. Minimum two years' experience in a Casino Finance Department. Minimum six years' experience in accounting or related field, preferably a CPA. Knowledge about or ability to learn how to work with computers. Communication and writing skills. Supervisory skills. Knowledge of Casino Gaming Operations. Knowledge of generally accepted accounting principles (GAAP). Knowledge of or willingness to learn about Indian Gaming Laws and Regulations. Able to work cooperatively in a team environment or independently as needed. **WORKING CONDITIONS:** Must be able to work varying schedules in order to meet the needs of the operation. Inside work, seated at desk for the majority of the day. Some light lifting and standing required.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### ELDER WORKER

**Closing Date:**

**1/31/2024**

DEPARTMENT OF LABOR - ELDER WORKFORCE DIVISION

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 14.03**

**Status: PART-TIME**

**Job Code: 240117G**

Qualifications: Enrolled Ho-Chunk member, 62 years and beyond. Valid driver's license, appropriate insurance and dependable transportation is required. Preferred qualification may also be included. Proper handling of office equipment, and some tools of the trades. **WORKING CONDITIONS:** Office Setting. Cultural events indoors and outdoors in all seasons. Some travel is required.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX**

#### PROMOTIONS HOST/ HOSTESS

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-MARKETING

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 16.37**

**Status: FULL-TIME**

**Job Code: 240110P**

Qualifications: High School diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and hold a gaming license throughout employment. Valid driver's license and liability auto insurance (at minimum), preferred. Be knowledgeable and detail-oriented at all times in all aspects that pertain to the Players Club and the player tracking system. This includes, but not limited to: point/comp dollar redemptions, free play, Club card use and any discrepancies related to them. Be knowledgeable and detail-oriented at all times in all aspects of the departmental Standard Operating Procedures. Ability to use sound judgement. Must work well as part of a team. Knowledge of computers and keyboarding is required. Must be personable and polite. Must possess strong interpersonal skills. **WORKING CONDITIONS:** Office setting. Must have the ability to work varying hours and days, including nights, weekends and holidays. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny. Facilities with an ancillary site may include travel between site locations.

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\*All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.

\*Some of the jobs posted may require a gaming license.

\*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.



## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Wednesday of each week.

\*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX**

#### PROMOTIONS SHIFT SUPERVISOR

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-MARKETING

**Location: NEKOOSA**

**Submit: Application and Resume**

**Pay Rate: 18.71**

**Status: FULL-TIME**

**Job Code: 240110Q**

Qualifications: High School diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and hold a gaming license throughout employment. Must have and maintain a valid driver's license and at a minimum, liability auto insurance. No experience is required. Prior supervisory experience is preferred. Customer service experience is preferred. Word processing background is preferred. Knowledge of computers and keyboarding is required. Ability to use sound judgement. Must work well as part of a team. Must be personable and polite. Must possess strong interpersonal skills. **WORKING CONDITIONS:** Must have the ability to work varying hours and days, including nights, weekends and holidays to meet operational need. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX**

#### SECURITY OFFICER

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-SECURITY

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 17.54**

**Status: FULL-TIME**

**Job Code: 231220H**

Qualifications: Must have a high school diploma or GED equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation and able to obtain and maintain a gaming license. Must not have been convicted of an offense, which is related to theft, fraud, children or elders. Reliable transportation, a valid driver's license and proper insurance where applicable. Must have a minimum of one (1) year formal security or law enforcement training or experience (military or civilian). Security training or experience may be waived with a minimum of two (2) years military service. Must possess the ability to acquire a working knowledge of security procedures, investigative procedures and techniques and systems including alarm, access control and identification systems. Must be able to work independently as well as in a team environment with persons of diverse backgrounds and must be able to take direction and complete all tasks in a timely manner. Ability to accept change(s) (e.g., policies, procedures, schedules, duties or post rotations) at any given time; sometimes on short notice, without letting it affect your ability to perform all duties with a high level of customer service and professionalism. Must be able to apply learned skills (i.e. mandated trainings, SOPs, etc.) to job duties. Must be physically able to perform all duties. Must possess strong computer skills and knowledge of Microsoft products. Must have the ability to clearly articulate, in writing, the details of incidents and other shift occurrences in official reports and logs. Must be able to interpret and carry out a variety of instructions furnished in written, oral, diagram or schedule form; speak, read, and write in English including but not limited to reading and comprehending documents, instructions and manuals, interpret meaning and retain information. Ability to speak effectively to team members and guests of the organization in a public forum. Ability to remain calm under stressful situations and use logic and reasoning to solve problems. Ability to multitask and to concentrate on a task over a period of time without being distracted. **WORKING CONDITIONS:** May be exposed to a smoking environment frequently. May be exposed to an elevated noise level. While performing the duties of this job, is required to stand, walk, talk and hear. Is occasionally required to sit, run, climb, balance, stoop, kneel, crouch and crawl. Is occasionally required to lift and/or move up to twenty five (25) pounds and may be required to lift and/or move up to one hundred (100) pounds or more with assistance. May occasionally be exposed to all outside weather conditions for extended periods. Ability to work irregular hours and extended shifts including late nights, early mornings, weekends and holidays.

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\*Some of the jobs posted may require a gaming license.

\*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.





## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Wednesday of each week.

\*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX**

#### SHUTTLE DRIVER

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-MARKETING

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 14.03 + TIPS Status: FULL-TIME**

**Job Code: 231206O**

Qualifications: High School Diploma or Equivalent GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must currently hold and provide proof of Commercial Driver's License with a Passenger Endorsement, and proper insurance. Must be able to possess a gaming license. Have prior Shuttle Bus experience is a plus. Knowledge of gaming a plus. Must be a custodian of gaming supplies or cash. Must have excellent verbal, written, and communication skills. Must be able to accurately keep records. Must be able to drive outside city limits. Must maintain confidentiality. **WORKING CONDITIONS:** Must be able to work in smoking environment. Must be able to work in extreme weather conditions.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX**

#### SLOT SERVICE TECHNICIAN I

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-SLOTS

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 14.03 + TIPS Status: FULL-TIME**

**Job Code: 231129G**

Qualifications: High School Diploma or GED certificate is required. All casino employees will be subject to the Criminal and Background restrictions of the HCN. Must be bondable and licensable according to tribal policy. Must have one (1) year money handling experience. Must be able to read, write and understand English. Must have basic computer skills. Must pass a basic mathematics test at time of interview. **WORKING CONDITIONS:** Must have the ability and willingness to work assigned schedule which includes nights, weekends and holidays as required. Cannot be color blind. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, risk of electrical shock and second hand tobacco smoke. The noise level in the work environment is usually moderate.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX**

#### SLOT SERVICE TECHNICIAN II

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-SLOTS

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 17.54**

**Status: FULL-TIME**

**Job Code: 231129H**

Qualifications: High School Diploma or GED certificate required. A two (2) year degree in Electronics preferred. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and licensable according to tribal policy. Must have six (6) months prior experience as a Slot Service Technician I or higher or equivalent experience in related field. Must be able to read, write and understand English. Must possess basic computer skills. Must pass the Slot Service Technician II test at time of interview. **WORKING CONDITIONS:** Ability and willingness to work assigned schedule that will include nights, weekends and holidays is required. Cannot be color blind. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, risk of electrical shock and second hand tobacco smoke. The noise level in the work environment is usually moderate.

#### NOTES

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\*Some of the jobs posted may require a gaming license.

\*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.



## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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\*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### **SURVEILLANCE AGENT**

**Closing Date:**

**Open Until Filled**

GAMING COMMISSION - HCG-NEKOOSA-SURVEILLANCE

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 19.88**

**Status: FULL-TIME**

**Job Code: 231206P**

Qualifications: Must possess a high school diploma or equivalent. Subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be able to obtain a Gaming License. Possession of working vehicle, valid driver's license and proper insurance. Experience in surveillance/military or criminal justice related field preferred. Gaming experience preferred. Must have the ability to effectively follow direction. Must be able to read, write, comprehend and retain Information. Must be able to type at a minimum of 30 words per minute. Must be familiar with computer software programs (i.e. spreadsheets, word processing). Must have the ability to multi-task. Must possess the ability to work independently as well as in a team environment. Must possess the ability to acquire working knowledge of Investigative techniques and undercover operations. Must possess the ability to acquire working knowledge of all table games and slot machines. Remain up-to-date on casino and business-related scams. **WORKING CONDITIONS:** Must have eyesight correctable to 20/20 with no color blindness. Be able to sit for extended periods of time and observe in close quartered areas. Must be able to work flexible hours as required by the Surveillance Department. Be able to work in a low light environment. Be able to work in a smoke filled environment (gaming floor). Be able to observe CCTV monitors for extended periods of time. Must be able to work in a high stress environment. Occasional travel may be required to fulfill effectively above job description functions. Evenings, weekends and/or holidays will be required to fulfill effectively above job description functions.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### **SURVEILLANCE SHIFT SUPERVISOR**

**Closing Date:**

**Open Until Filled**

GAMING COMMISSION - HCG-NEKOOSA-SURVEILLANCE

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 22.22**

**Status: FULL-TIME**

**Job Code: 231206Q**

Qualifications: Must possess a high school diploma or equivalent. Must have one (1) year of higher education. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be able to obtain Gaming License. Possession of working vehicle, valid driver's license and proper Insurance. Two (2) years of experience in casino surveillance. Two (2) years of supervisory experience preferred. Must be able to operate different types of surveillance equipment. Must be able to identify criminal activity. Must have the ability to effectively follow direction. Must be able to read, write, comprehend and retain Information. Must be able to type at a minimum of 45 words per minute. Must be familiar with computer software programs (i.e. spreadsheets, word processing). Must possess the ability to multi-task. Shall use effective time management. Must possess good organizational skills. Public speaking skills are required. Must have basic leadership qualities needed in law enforcement environment. Must exhibit leadership qualities and be able to coordinate staff as needed. Must possess the ability to work independently as well as in a team environment. Must possess the ability to apply investigative techniques and undercover operations. Remain up-to-date on casino and business related scams. Thorough knowledge of all gaming activities. **WORKING CONDITIONS:** Must have eyesight correctable to 20/20, no color blindness. Be able to sit for extended periods of time and observe in close quartered areas. Be able to work in a low light environment. Be able to work in a smoke filled environment (gaming floor). Be able to observe CCTV monitors for extended periods of time. Must be able to work in a high stress environment. Occasional travel may be required to fulfill effectively above job description functions. Evenings, weekends and/or holidays will be required to fulfill effectively above job description functions.

#### **NOTES**

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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\*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

#### **CAGE CASHIER (SWING SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-TOMAH-CASINO

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 15.22 + TIPS Status: FULL-TIME**

**Job Code: 231101E**

Qualifications: Must have High School Diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be BONDABLE. Must follow chain-of-command. One (1) to three (3) years appropriate experience. Must display a positive attitude at all times and be punctual and ready to work window at scheduled time. Reads, writes and understands English. Ability to accurately use the calculator and other office machines as required. Must have working knowledge of gaming operations. Must have demonstrated competence in mathematical skills, knowledge of accounting procedures and cash handling ability must be trustworthy. WORKING CONDITIONS: Casino setting loud, office setting. Cannot be colorblind. Must have good eyesight and full dexterity in both hands. Infrequent lifting of up to 100 lbs. Primary lifting requirements is 10-25 lbs. on consistent basis. Must be able to stand stoop and bend for long periods of time.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

#### **COUNT TEAM MEMBER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-TOMAH-CASINO

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: 19.90**

**Status: PART-TIME/QTR TIME**

**Job Code: 240110E**

Qualifications: Must have a high school diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Must be able to obtain a gaming license. Must have a valid driver's license, liability insurance, and dependable transportation. One (1) year experience in a responsible cash handling position is required. One (1) year experience in the knowledge of computer systems, personal computers and applications is preferred. Working knowledge of gaming operations preferred. Competent at multi-tasking several activities and duties simultaneously. Must have strong problem solving and listening skills. Excellent customer/client relation skills are required. This will require the individual to be able to deal with the general public and employees with tact, courtesy, respect, objectivity and maturity. Ability to learn new equipment and/or technology assigned to department to increase efficiency. Proficiency in oral and written communications. Ability to function in a fast paced environment, under short time constraints, and within established timelines. WORKING CONDITIONS: Required to work a flexible schedule, including extended hours, weekends, and holidays. Work area is NOT noise or dust free. Must have dexterity in both hands. Must be able to squat, twist, bend, lift, carry, grasp, walk, and stand for long periods of time.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

#### **COUNT TEAM SUPERVISOR**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-TOMAH-CASINO

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: 24.58**

**Status: FULL-TIME**

**Job Code: 240110F**

Qualifications: Must have a high school diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Must be able to obtain a gaming license. Must have a valid driver's license, liability insurance, and dependable transportation. Minimum of two (2) years' combined education/experience in general accounting, bookkeeping, supervision, or responsible cash handling, or demonstrated successful experience in lieu of a formal degree. One (1) year experience in the knowledge of computer systems, personal computers and applications is preferred. Must have working knowledge of gaming operations. Capacity to supervise, direct and manage staff as evidenced by prior experience. Must be self-motivated with the ability to work with minimal supervision. Competent at multi-tasking several activities and duties simultaneously. Must have strong problem solving, personnel management, and listening skills. Excellent customer/client relations skills are required. Individual must be able to deal with the general public and employees with tact, courtesy, respect, objectivity, and maturity. Ability to learn new equipment and/or technology assigned to department to increase efficiency. Proficiency in oral and written communications. Ability to function in a fast paced environment, under short time constraints, and within established WORKING CONDITIONS: Required to work a flexible schedule, including extended hours, weekends, and holidays. Work area is NOT noise or dust free. Must have dexterity in both hands. Must be able to squat, twist, bend, lift, carry, grasp, walk, and stand for long periods of time.

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\*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.



## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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#### EXECUTIVE ASSISTANT III

**Closing Date: 1/31/2024**

DEPARTMENT OF HOUSING - ADMINISTRATION

**Location: TOMAH**

**Submit: Application, Resume and Letter of Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 240117H**

Qualifications: High School Diploma/GED required, Associate Degree is preferred. Valid driver's license, transportation, and proper insurance. Minimum of 4-5 years of administrative/support experience, with strong organizational, time management and follow up background. Budget management experience. Proficient in keyboarding, basic grammar, basic math, MS Word and MS Excel. Proficiency with applications, spreadsheets, word processing, PowerPoint, and database file systems. Ability to maintain confidentiality. Must possess excellent English comprehension skills, in reading, writing, spelling, and composition. Must possess knowledge of telephone procedures and demonstrate excellent telephone courtesy. Must be detail oriented and conscientious with solid work ethic. Must be professional, neat in appearance, dress and demeanor. Must possess good skills at coordinating with people, programs, homebuyer handouts, and education procedures. Ability to lead and direct work groups and teams, coordinate staff, department and officials. Communicate ideas and instructions clearly and concisely, interpret and apply rules, regulations, policies and procedures. Excellent written and oral communication skills. Working knowledge of the Ho-Chunk Nation government, departments and programs. Working knowledge of Ho-Chunk Nation concepts, practices, procedures and culture. Knowledge to interpret analyses and summarize findings in written reports with recommendations. Knowledge of contract administration and related Ho-Chunk Nation laws. **WORKING CONDITIONS:** Work in an office setting. Must be willing to travel weeknights and weekends, as job requires.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### HEAVY EQUIPMENT MECHANIC

**Closing Date: Open Until Filled**

HOUSING AND PUBLIC WORKS - HEAVY EQUIPMENT

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 231220F**

Qualifications: High School Diploma or equivalent. Must possess and maintain a valid regular and CDL driver's license, dependable transportation and auto insurance. CDL must have valid endorsement level of A, B and C. Five (5) years' experience and training in heavy equipment or certification and/or experience. Must have diesel and gas engine experience. Ability to read and understand maintenance and repair manuals and related diagrams. Knowledge in electrical software and components. Must have knowledge of air brakes, basic welding and body repair. Must be able to haul equipment that needs repair. **WORKING CONDITIONS:** Work is performed both indoors and outdoors. Mechanic drives on surface streets and operates equipment on unpaved surfaces to diagnose mechanical problems. Works around machinery and equipment and risks exposure to traffic hazards, electrical currents, and adverse weather conditions. Exposure to temperature and noise extremes, wetness, humidity, heights, fumes, dust, odors, solvents, grease/oil, skin irritants, toxic or caustic chemicals. Occasionally work past normal office hours to complete assignments.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### SENIOR CONSTRUCTION II

**Closing Date: Open Until Filled**

DEPARTMENT OF HOUSING - HEAVY EQUIPMENT

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: 18.73**

**Status: FULL-TIME**

**Job Code: 240103F**

Qualifications: High School diploma or equivalent. Additional education through a trade school or technical training school. Must have a valid driver's license, dependable transportation, and proper insurance. Minimum of three years' experience in residential construction. Minimum of one-year experience in supervisor or foreman positions. Comprehensive knowledge of new and remodel for residential construction. Proficient in math skills needed for residential construction. **WORKING CONDITIONS:** Work will be both indoors and out in diverse conditions. Any physical demands of the position should be listed or the Physical Demands Worksheet referenced. Lifting minimum of 50 lbs. Snow Plowing. Mowing. Sitting, Standing, Reaching, Climbing, and Crouching. Working in all-weather types. Hard physical labor.

## NOTES

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

#### **SLOT SERVICE SUPERVISOR**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-TOMAH-CASINO

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 21.07**

**Status: FULL-TIME**

**Job Code: 231220K**

Qualifications: High School Diploma or GED certificate is required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and licensable according to tribal policy. Must have one (1) year of experience in slot floor operations and/or repair. Must have one (1) year of supervisory experience. Ability and willingness to work assigned schedule that will include nights, weekends and holidays is required. Must have excellent problem solving skills. Must be able to oversee numerous monetary transactions with a high degree of accuracy. Must have excellent customer service skills. Must be able to deal with stressful situations in a professional manner. Must lead by example. Must be proficient in Microsoft Office Applications. Must pass a Slot Service Supervisor test at time of interview. **WORKING CONDITIONS:** While performing the duties of this job, the employee is subject to inside environmental conditions such as second hand tobacco smoke. The noise level in the work environment is usually moderate.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

#### **SLOT SERVICE TECHNICIAN I**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-TOMAH-CASINO

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 14.04**

**Status: FULL-TIME**

**Job Code: 231220M**

Qualifications: High School Diploma or GED certificate is required. All casino employees will be subject to the Criminal and Background restrictions of the HCN. Must be bondable and licensable according to tribal policy. Must have one (1) year money handling experience. Must be able to read, write and understand English. Must have basic computer skills. Must pass a basic mathematics test at time of interview. **WORKING CONDITIONS:** Must have the ability and willingness to work assigned schedule which includes nights, weekends and holidays as required. Cannot be color blind. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, risk of electrical shock and second hand tobacco smoke. The noise level in the work environment is usually moderate.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

#### **SLOT SERVICE TECHNICIAN II**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-TOMAH-CASINO

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 17.55**

**Status: FULL-TIME**

**Job Code: 231220N**

Qualifications: High School Diploma or GED certificate required. A two (2) year degree in Electronics preferred. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and licensable according to tribal policy. Must have six (6) months prior experience as a Slot Service Technician I or higher or equivalent experience in related field. Must be able to read, write and understand English. Must possess basic computer skills. Must pass the Slot Service Technician II test at time of interview. **WORKING CONDITIONS:** Ability and willingness to work assigned schedule that will include nights, weekends and holidays is required. Cannot be color blind. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, risk of electrical shock and second hand tobacco smoke. The noise level in the work environment is usually moderate.

#### **NOTES**

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Wednesday of each week.

\*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### TRUCK DRIVER - HOUSING

**Closing Date:**

**Open Until Filled**

HOUSING AND PUBLIC WORKS - HEAVY EQUIPMENT

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: 22.24**

**Status: FULL-TIME**

**Job Code: 231115I**

Qualifications: High School Diploma or equivalent required. Possess a good driving record (at least one year with no driving violations). Must possess and maintain a valid class D regular driver's license and CDL with A, B, C endorsements. Must have dependable transportation and vehicle insurance. Must have knowledge of OSHA safety regulations pertaining to operating heavy equipment. Three (3) years demonstrated heavy truck driving experience with endorsements. Able to operate vehicles having two or more gear ranges, air breaks and hydraulics. Knowledge of truck mechanics, air brakes, diesel and gas powered engines. Able to maintain and operate dump trucks, tractors, brush chipper, sand/salter, snowplow and other equipment required to complete assigned tasks. Able to operate graders, excavators, dozers, wheel loaders and other heavy equipment required to complete assigned tasks on a temporary basis. Able to use measuring devices and hand tools including lasers, level, tape, hand levels, brooms, hammer, wrenches and other small hand tools. Able to operate hand power tools including a chain saw. Able to read land surveys and blueprints effectively to include setting grade elevations with a laser transit when necessary. Able to communicate effectively both written and verbally. Able to work effectively and efficiently under minimal supervision. Knowledge of DOT requirements including but not limited to load limits and highway restrictions. Willing to work with other Ho-Chunk Nation Departments. **WORKING CONDITIONS:** Must be able to work in all conditions including but not limited to extremely hot/cold conditions. Must be able to work all scheduled shifts including overtime availability.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### HOUSING BOARD OF DIRECTORS MEMBER

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HOUSING - HOUSING - TOMAH

**Location: VARIOUS**

**Submit: Application**

**Pay Rate: STIPEND**

**Status: FULL-TIME**

**Job Code: 240117J**

Qualifications: Director shall possess leadership skills and communicate as Board committed to mission of the Department. Director must be an enrolled Ho-Chunk tribal member 25 years of age or older. A FBI background check is required for all Board of Director nominees as per Resolution 04-08-13K. A director must not have a conviction of, or entry of a plea of guilty or no contest to, any of the following, in any jurisdiction within the past ten (10) years. A felony. Any crime of dishonesty, including, but not limited to, fraud, misrepresentation, theft or deception in any form.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

#### CAGE CASHIER

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-CAGE

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 15.66**

**Status: FULL-TIME**

**Job Code: 231213B**

Qualifications: Must have High School Diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be BONDABLE. Must follow chain-of-command. One (1) to three (3) years appropriate experience. Must display a positive attitude at all times and be punctual and ready to work window at scheduled time. Reads, writes and understands English. Ability to accurately use the calculator and other office machines as required. Must have working knowledge of gaming operations. Must have demonstrated competence in mathematical skills, knowledge of accounting procedures and cash handling ability must be trustworthy. **WORKING CONDITIONS:** Casino setting loud, office setting. Cannot be colorblind. Must have good eyesight and full dexterity in both hands. Infrequent lifting of up to 100 lbs. Primary lifting requirements is 10-25 lbs. on consistent basis. Must be able to stand stoop and bend for long periods of time.

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

#### **CAGE SHIFT SUPERVISOR**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-CAGE

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 21.68**

**Status: FULL-TIME**

**Job Code: 231206D**

Qualifications: Must have high school diploma or GED. All casino employees will be subject to the Criminal and background restrictions of the Ho-Chunk Nation. Must be BONDABLE. Maintain confidentiality and professionalism at all times. Two (2) years training in accounting or related field. Three years' experience in bookkeeping, accounting or responsible cash handling. Computer and supervisory experience desirable. Must be neat in appearance. Must display a positive attitude at all times. Must be punctual and ready to work in office at scheduled time. Knowledge of generally accepted accounting principles and procedures. Knowledge of modern business administration. Proficiency in communication and written skills. Reads, writes and understands English. Able to work with minimal supervision and trustworthy. Flexible working hour's availability. **WORKING CONDITIONS:** Casino setting loud, office setting. Must have good eyesight. Must have dexterity in both hands. Primary lifting requirements is 10-25 pound on a consistent basis/must be able to walk. Stoop bend and stand for long periods of time.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

#### **ELECTRICIAN I**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-FACILITIES

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 13.25**

**Status: FULL-TIME**

**Job Code: 240103C**

Qualifications: High School Diploma or equivalent, GED. All casino employees will be subject to the Criminal and background restrictions of the Ho-Chunk Nation. Have training in math, electricity, mechanical drawing, science and shop. Good use of hand tools and testing equipment (volt meters, test lamp, etc.). Knowledge of blue print reading. Knowledge of low voltage systems. **WORKING CONDITIONS:** Sub-zero to hot/humid temperatures. Confined spaces. Noisy gaming floor. Smoking environment. All levels of heights.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

#### **EXECUTIVE CASINO HOST MANAGER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-MARKETING

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 21.68**

**Status: FULL-TIME**

**Job Code: 240110I**

Qualifications: High School diploma or equivalent is required. A two year college degree is preferred. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and hold a gaming license throughout employment. Must have and maintain a valid driver's license and at a minimum, liability auto insurance. Must have excellent supervisory skills and scheduling experience. Minimum of two-year Slot Floorperson experience (knowledge of machine play). Must have Casino Host experience. Must work well as part of a team. Possess good customer service skills. Must be skilled in computer programs used to provide data, reports and analysis of information regarding the Players Club. Must be personable and polite. Must possess strong interpersonal skills. **WORKING CONDITIONS:** Office setting, Must have the ability to work varying hours and days, including nights, weekends and holidays to meet operational needs. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/ icy or sunny.

## **N O T E**

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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#### LEAD COOK

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 15.66**

**Status: FULL-TIME**

**Job Code: 231122D**

Qualifications: High School diploma or equivalent AND a minimum of 3 years cooking experience with solid background in more than one concept. Good knowledge of all line cooks stations and ability to perform them efficiently. Good communication and motivation skills. State sanitation certification. Must maintain confidentiality.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

#### MAINTENANCE SPECIALIST

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-FACILITIES

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 16.86**

**Status: FULL-TIME**

**Job Code: 240103E**

Qualifications: Strong analytical and written skills. Strong interpersonal skills. Must be able to bend, stoop, stand, and walk. Ability to lift up to 50 lbs. on a regular basis. Maintain compliance with the Ho-Chunk Nation's Occupational Safety and Health Program Act of 2002. Maintain confidentiality. High School diploma or equivalent. One (1) to Two (2) years of general maintenance experience. Demonstrate working knowledge of electrical, plumbing, HVAC, masonry, and carpentry and grounds. Demonstrate working knowledge of inventory of all units, tools, and materials of real property. Demonstrated working knowledge of techniques involved in inspections, analyzing, and repair of simple to complex maintenance problems. Demonstrated working knowledge of chemical usage, storage, and disposal preferred. Demonstrated working knowledge of personal protective equipment preferred. Must be bondable. Able to work nights, weekends, and holidays as assigned. Must have a valid driver's license, dependable transportation and proper insurance. WORKING CONDITIONS: Smoking environment. All conditions from hot/humid to sub-zero weather.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

#### NIGHT AUDITOR

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITT- HOTEL

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 16.86**

**Status: FULL-TIME**

**Job Code: 231115F**

Qualifications: High School diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Must have valid driver's license, dependable transportation, and proper insurance. Two (2) years of proven experience in accounting and bookkeeping required. One (1) year of proven hotel front desk experience preferred. One (1) year of cash handling experience preferred, knowing how to process drawer counts, and issue change with 100% accuracy. Two (2) years of quality guest service experience in accordance with standardized or branded guest service standards required. Previous experience with a Hotel Property Management System preferred. Ability to type at least 40 words per minute. Must have good written and oral communication skills. Must be able to effectively verbally communicate in a noisy environment using proper pronunciation and sentence structure. Advanced familiarity with the Microsoft Windows and Microsoft Office with certification as a Microsoft Office Specialist preferred. Proficient computer skills working in Microsoft Windows and Microsoft Office. Excellent customer service skills. Must have good communication and possess interpersonal skills. Must have the ability to work effectively in stressful situations. Must understand and follow organizational chain of command. WORKING CONDITIONS: Ability to work varied hours, shifts, including evenings, and weekends if needed. Requires keyboarding, writing, standing, sitting, and walking.

#### NOTES

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

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#### PROMOTIONS HOST /HOSTESS

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-MARKETING

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 16.86**

**Status: FULL-TIME**

**Job Code: 231213G**

Qualifications: High School diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and hold a gaming license throughout employment. Valid driver's license and liability auto insurance (at minimum), preferred. Be knowledgeable and detail-oriented at all times in all aspects that pertain to the Players Club and the player tracking system. This includes, but not limited to: point/comp dollar redemptions, free play, Club card use and any discrepancies related to them. Be knowledgeable and detail-oriented at all times in all aspects of the departmental Standard Operating Procedures. Ability to use sound judgement. Must work well as part of a team. Knowledge of computers and keyboarding is required. Must be personable and polite. Must possess strong interpersonal skills. **WORKING CONDITIONS:** Office setting. Must have the ability to work varying hours and days, including nights, weekends and holidays. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny. Facilities with an ancillary site may include travel between site locations.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

#### PROMOTIONS SHIFT SUPERVISOR

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-MARKETING

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 19.27**

**Status: FULL-TIME**

**Job Code: 231213H**

Qualifications: High School diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and hold a gaming license throughout employment. Must have and maintain a valid driver's license and at a minimum, liability auto insurance. No experience is required. Prior supervisory experience is preferred. Customer service experience is preferred. Word processing background is preferred. Knowledge of computers and keyboarding is required. Ability to use sound judgement. Must work well as part of a team. Must be personable and polite. Must possess strong interpersonal skills. **WORKING CONDITIONS:** Must have the ability to work varying hours and days, including nights, weekends and holidays to meet operational need. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny.

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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#### SECURITY OFFICER (B)

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SECURITY

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 18.06**

**Status: FULL-TIME**

**Job Code: 231101K**

Qualifications: Must have a high school diploma or GED equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation and able to obtain and maintain a gaming license. Must not have been convicted of an offense, which is related to theft, fraud, children or elders. Reliable transportation, a valid driver's license and proper insurance where applicable. Must have a minimum of one (1) year formal security or law enforcement training or experience (military or civilian). Security training or experience may be waived with a minimum of two (2) years military service. Must possess the ability to acquire a working knowledge of security procedures, investigative procedures and techniques and systems including alarm, access control and identification systems. Must be able to work independently as well as in a team environment with persons of diverse backgrounds and must be able to take direction and complete all tasks in a timely manner. Ability to accept change(s) (e.g., policies, procedures, schedules, duties or post rotations) at any given time; sometimes on short notice, without letting it affect your ability to perform all duties with a high level of customer service and professionalism. Must be able to apply learned skills (i.e. mandated trainings, SOPs, etc.) to job duties. Must be physically able to perform all duties. Must possess strong computer skills and knowledge of Microsoft products. Must have the ability to clearly articulate, in writing, the details of incidents and other shift occurrences in official reports and logs. Must be able to interpret and carry out a variety of instructions furnished in written, oral, diagram or schedule form; speak, read, and write in English including but not limited to reading and comprehending documents, instructions and manuals, interpret meaning and retain information. Ability to speak effectively to team members and guests of the organization in a public forum. Ability to remain calm under stressful situations and use logic and reasoning to solve problems. Ability to multitask and to concentrate on a task over a period of time without being distracted. **WORKING CONDITIONS:** May be exposed to a smoking environment frequently. May be exposed to an elevated noise level. While performing the duties of this job, is required to stand, walk, talk and hear. Is occasionally required to sit, run, climb, balance, stoop, kneel, crouch and crawl. Is occasionally required to lift and/or move up to twenty five (25) pounds and may be required to lift and/or move up to one hundred (100) pounds or more with assistance. May occasionally be exposed to all outside weather conditions for extended periods. Ability to work irregular hours and extended shifts including late nights, early mornings, weekends and holidays.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

#### SENIOR MANAGER FOOD AND BEVERAGE

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 27.70**

**Status: FULL-TIME**

**Job Code: 240117M**

Qualifications: College degree in Hotel and Restaurant management or equivalent experience. Minimum of 5 years progressive supervisory experience in Hotel and Restaurant operations. Must have excellent knowledge of all food and beverage departments. Must have dependable transportation and show proof of valid driver's license and liability insurance.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

#### SHUTTLE DRIVER

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-MARKETING

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 14.46**

**Status: FULL-TIME/PART-TIME**

**Job Code: 231101L**

Qualifications: High School Diploma or Equivalent GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must currently hold and provide proof of Commercial Driver's License with a Passenger Endorsement, and proper insurance. Must be able to possess a gaming license. Have prior Shuttle Bus experience is a plus. Knowledge of gaming a plus. Must be a custodian of gaming supplies or cash. Must have excellent verbal, written, and communication skills. Must be able to accurately keep records. Must be able to drive outside city limits. Must maintain confidentiality. **WORKING CONDITIONS:** Must be able to work in smoking environment. Must be able to work in extreme weather conditions.

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 1/24/2024**

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**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

#### **SLOT SERVICE TECHNICIAN I**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SLOTS

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 14.46**

**Status: FULL-TIME**

**Job Code: 240117L**

Qualifications: High School Diploma or GED certificate is required. All casino employees will be subject to the Criminal and Background restrictions of the HCN. Must be bondable and licensable according to tribal policy. Must have one (1) year money handling experience. Must be able to read, write and understand English. Must have basic computer skills. Must pass a basic mathematics test at time of interview. WORKING CONDITIONS: Must have the ability and willingness to work assigned schedule which includes nights, weekends and holidays as required. Cannot be color blind. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, risk of electrical shock and second hand tobacco smoke. The noise level in the work environment is usually moderate.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

#### **TRIBAL AGING UNIT MAINTENANCE WORKER II**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 19.27**

**Status: FULL-TIME**

**Job Code: 231101Q**

Qualifications: Must have high school diploma or equivalent. Must maintain a valid Wisconsin driver's license and insurance. Must have or acquire a CPR certificate. Must promote a positive, non-abusive, healthy lifestyle. Must adhere to all applicable confidentiality laws. Must have two (2)-four (4) years' experience in home maintenance and repair. Experience in safety, handling saws, hammers, and power tools related to job assignment. Ability to assess needs and costs to make correct minor home repairs. Ability to meet the physical demands of the position, such as heavy lifting, working on ladders, and standing or walking for extended periods of time. Knowledge/ability in electrical, carpentry, plumbing, painting, and general repairs. Must have ability to operate a snow plow and commercial lawn mower. WORKING CONDITIONS: Must be willing to work in all types of weather conditions and be willing to travel to various locations as needed. Conditions will vary outdoor heat and cold, cramped work areas, some night work, winter travel under varying road conditions. Continuous lifting, carrying, pushing, and/or pulling, climbing and balancing, stooping, kneeling, crouching, crawling, walking and standing. Must have ability to work nights and weekends as needed.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

#### **VALET PARKING ATTENDANT**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-MARKETING

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 13.25**

**Status: FULL-TIME/PART-TIME**

**Job Code: 231213M**

Qualifications: High School diploma or equivalent, GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must have and maintain a valid driver's license and at a minimum, liability auto insurance. Must be bondable and hold a gaming license throughout employment, as applicable. The ability to drive standard transmission vehicles is preferred. Must adhere to strict confidentiality at all times. No experience is required. WORKING CONDITIONS: The ability and willingness to work nights, weekends and holidays is required. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny.

## **N O T E**

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